INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

MORGAN HILL UNIFIED SCHOOL DISTRICT
15600 CONCORD CIRCLE
MORGAN HILL, CA 95037
(408) 201-6000

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INJURY AND ILLNESS PREVENTION PROGRAM

ACKNOWLEDGEMENT

The Morgan Hill Unified School District has developed this Injury and Illness Prevention Program (IIPP), with the objective of maintaining a safe and healthful work environment for all employees. This program is in compliance with the California Labor Code Section 6401.7, and the California Code of Regulations Title 8, Sections 1509 and 3203, and it consists of the following elements:

- Responsibility
- Compliance
- Communication
- Hazard Assessment
- Hazard Correction
- Accident/Exposure Investigation
- Training and Instruction
- Recordkeeping

The District has developed a comprehensive Safe Schools Plan, to provide a safe learning environment for employees, volunteers and students. The safety of the children and personnel is the paramount priority of Morgan Hill Unified School District. The Injury and Illness Prevention Program (IIPP) for employees and volunteers works conjunctively with said plans.

Safety and accident prevention are essential to the Morgan Hill Unified School District. We strive to prevent injuries to staff, students and volunteers. By making safety a high priority for every employee and volunteer, we attempt to reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals at the Morgan Hill Unified School District. We also want to protect our environment and community. As it is necessary, we will contract with experts in specialized fields of safety and health to meet these goals.

The Morgan Hill Unified School District will provide the tools and education necessary for every employee and volunteer to work efficiently and safely. We expect these individuals to willingly follow and utilize the procedures set forth. We also expect that employees and volunteers will provide feedback to us when better methods or new ideas come to their attention. Any person may contact the Morgan Hill Unified School District directly to communicate a concern.

RESPONSIBILITY

Safety Official

The ultimate responsibility for the Morgan Hill Unified School District Injury and Illness Prevention Plan (IIPP) rests with the Director of Facilities. In this program, this person will be referred as the Safety Official:

Name: Ricky Carrillo
Title: Director of Facilities
Address: 15600 Concord Circle Morgan Hill, CA 95037

Telephone: (408) 201-6085
Email: carrilloj@mhusd.org

Responsibilities include:
- Working with the Leadership Team of representatives at school sites on health and safety issues.
- Working with upper management to develop safety and health guidelines and policies.
- Preparing and distributing the District's IIPP and General Safe Work Practices.
- Maintaining current information on local, state and federal safety and health regulations.
- Serving as liaison with governmental agencies.
- Planning, organizing and coordinating safety trainings.
- Develop department specific safe work practices as necessary.
- Developing safety and health inspection guidelines and follow up procedures to ensure necessary corrective action is taken.
- Reviewing injury and illness trends.
- Scheduling and participating on the Safety Committee and its practices.
- Establish a system for maintaining the records of inspection, hazard identification, correction and training.

Program Directors and Managers

- Ensuring appropriate job specific safety training is received.
- Ensuring workplace safety and work practices and procedures are clearly communicated and understood by employees and volunteers through training programs.
- Enforcing health and safety rules fairly and uniformly related to job performances.
- Ensuring safety responsibilities are outlined in the job descriptions, which govern the employees and volunteers under their direction.
- Evaluating employee compliance with safety guidelines and practices
- Acknowledge employees and volunteers who make a significant contribution to maintenance of a safe workplace and disciplining employees who fail to follow safe work practices.

- Encourage employees and volunteers to report workplace hazards without fear and reprisal.
- Ensuring periodic, scheduled workplace inspections are conducted and that identified health and safety deficiencies are corrected in a timely fashion.
- Ensuring accidents and injuries are reported and investigate promptly.
- Ensuring inspections/investigations and employee health and safety records are kept for the designated period of time.
- Purchasing appropriate personal protective equipment (PPE).
- Ensuring workplaces and equipment are safe, well maintained, and in compliance with external agency regulations and district's policies, programs and practices.

Employees and Volunteers

Immediate responsibility for workplace health and safety rests with each individual employee and volunteer. This involves:

- Following the established work procedures and safety guidelines in their area, as well as those identified in this program.
- Keeping them informed of conditions affecting their health and safety.
- Adhering to health and safe practices in their workplace.
- Using personal protective equipment as required to protect them from identified hazards.
- Prompt reporting to their managers of potential hazards in the workplace, injuries and/or accidents or any unsafe condition.

COMPLIANCE

The Morgan Hill Unified School District shall ensure that employees and volunteers comply with safe and healthy work practices. The Morgan Hill Unified School District strives to maintain a safe and healthful workplace for all employees, volunteers and students. Our experience shows that the effort taken to recognize and correct safety violations is cost effective and helps to improve the quality of educational services.

- Program Directors and Managers are responsible for establishing and maintaining good health and safety practices.
- Program Directors and Managers will be responsible for recognizing constructive safety efforts for all employees and volunteers.
- They will encourage employees and volunteers to make safety recommendations, which can be implemented.
- Employees recognized for following safe and healthful work practices.
- Every employee and volunteer is expected to participate in the District's safety program.
- Overall job performance evaluations will include an aspect of safety involvement. Program Directors and Managers will also recognize those employees or volunteers not following safe work practices that have been explained to employees. Disciplinary action will begin for employees and volunteers, according to district procedures.
- Employees and volunteers receive initial training and retraining, as necessary or as required.

- Health and safety practices are integrated into new employee job descriptions and performance appraisal.

- Employees and volunteers are encouraged to report safety and health concerns with no fear of reprisal.

The District is aware occupational safety and health regulations and workplace practices are designed to reduce or eliminate employee occupational injuries and illnesses. However, the regulations and work practices are only effective if all employees faithfully abide by them. Therefore, the District, through the Safety Committee, will implement a system or systems to ensure that all employees comply with workplace safety and health practices. The committee will review and update the IIPP annually.

In the case of a workplace injury or illness, employees who do not have a Designated Physician form on file should obtain medical treatment at the one of the Districts front-line providers.

The system or combinations of systems will include any one or a combination of the following:

- Training
- Newsletters
- Intranet
- Board Policies and Procedures
- Disciplinary letters for non-compliant employees
- Handbooks

COMMUNICATION

We recognize open, two-way communication between management and staff on healthy and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable and consistent of one or more of the following items:

- New work orientation is completed with HR on a one on one basis.
- Review of the District's IIPP workplace safety and health training programs.
- Regularly scheduled safety meetings.
- Effective communication of safety and health concerns between workers, supervisors, including translation where appropriate.
- Posted or distributed safety information.
- A system for workers to report workplace hazards.
- A District Safety Committee, which meets regularly, prepares minutes of the safety committee meetings, reviews the months inspections, accidents and exposures as necessary with a goal and objective of maintaining a safe and healthy work environment.

Communication will consist of any one or combination of the following:

- Newsletters
- District Board Policies and Procedures
- Intranet

- Annual and monthly trainings
- Postings

It is the responsibility of the employee to read and understand the material provided to them.

NEW EMPLOYEES

Materials are provided to new employees at New Employee Orientation informing them of the OSHA safety regulations, reporting procedures, and responsibilities.

MISCELLANEOUS

When appropriate, the District may use written communications such as inter-district memos, newsletters, and workplace postings to supplement the previously described systems and further communicate to employees on matters relating to workplace safety and health. It is the responsibility of the employee to use the tools provided to stay informed of policies, procedures and changes.

MEETINGS

Meetings will be a part of the District's safety functions. The meetings are intended to be brief sessions to discuss one or more safety items and encourage open discussions between employees and management. The District monthly safety committee meetings cover a main topic each month. The safety committee is responsible for ensuring the District provides all students and staff with a safe and healthful workplace.
The Safety Committee is intended to standardize various safety programs and procedures into an effective, uniform program and to ensure compliance with State and Federal Safety regulations. The Safety Committee monthly minutes will be posted on the Intranet or common spaces for all employees.

Documentation will include at minimum, the following:

- Meeting topic(s).
- Recommendations, which may improve workplace safety.
- List of attendees.
- Date of meeting.
- Time and length of meeting.
- Action items and completion dates.
- Review of any work accidents/injuries that have occurred since the last meeting and recommendations for prevention of such injuries in the future.
- Inspections and recommendations for correction of any hazards identified.

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards are performed by professional from DSA, SCCSIG, Fire Department, various Consultant Services and District Maintenance and Operations staff.
Inspections include, but are not limited to the following:

- Asbestos Hazard Emergency Response Act (AHERA). Inspections (6 months/3 years).

- DSA Design Reviews and Inspections by Inspector of Record for Construction Projects.
- Food Service Inspections.
- Fire Department, Annual Inspections.
- Fire System Inspections and Tests (6 months).
- Groundwater and Storm Drain Inspections (Annual).
- Handicapped Lift Inspections (6 months).
- Hazardous Materials Inspection by the Fire Department (Annual).
- Property Liability Safety Inspections (3 to 5 years).
- Playground Inspections (weekly, quarterly, and all new installations).
- Williams Act Inspections (Annual).

Periodic inspections are performed according to the following schedule:

- When we initially established the IIPP.
- When new substances, processes, procedures or equipment which present potential new hazards are introduced into the workplace.
- When new, previously unidentified hazards are recognized.
- When occupational injuries and illnesses occur.
- Whenever workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the attached Site Inspection forms (available on intranet) or any other effective methods to identify and evaluate workplace hazards.

REPORTING PROCEDURES

For any occupational injury or illness which results in lost work time of at least a full day or shift beyond the date of occurrence, or which requires medical treatment beyond first aid, the employee must report the injury or illness to their supervisor. A Human Resources Administrative Assistant, will report the accident to the appropriate offices according to state and federal laws. For more information regarding injury and illness reporting, contact:

Morgan Hill USD

(408) 201-6000

WHERE TO SEEK MEDICAL ATTENTION

Employees may seek medical attention at the District's specified clinic if they do not have a designated physician on file:

INJURY OR DEATH

The following action is required:

- ✓ The incident is reported to the supervisor

- ✓ **CAL/OSHA must be notified immediately or within 8 hours by telephone. The local Cal/OSHA District Office telephone number is 1-510-794-2521. Serious injuries or fatalities must be report to the local Cal-OSHA area office.**

- ✓ http://www.dir.ca.gov/title8/342.html

- ✓ **Completion of "Employer's Report of Occupational Injury or Illness" form 5020 within 24 hours**

The supervisor shall conduct an initial investigation as soon as possible and distribute reports according to procedure.

LEGALLY REQUIRED REPORTS

A serious injury or illness is one that occurs in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours, or in which an employee suffers a loss of any member of the body or suffers a serious degree of permanent disfigurement.

ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include: Process and

Action

- Visiting the accident scene as soon as possible.
- Interviewing injured workers and witnesses.
- Examining the workplace for factors associated with the accident/exposure.
- Determining the cause of the accident/exposure.
- Taking corrective action to prevent the accident/exposure from reoccurring.
- Recording findings and corrective actions taken.

Forms

- Use for Injury, Illness and Near Miss.
- Forms are posted from the Districts Main Office, Human Resources Dept.
- Completed forms are to be forwarded to sent to the Human Resources Dept.

HAZARD CORRECTION

The District uses a District wide Work Order System to address any necessary corrections stemming from near misses, observed unsafe work conditions or corrective action for accidents or injuries.

Unsafe or unhealthy work conditions shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

- When observed or discovered, sites and individuals are required to report necessary hazard corrections through the District Work Order System. School secretaries, and District Office Administrative Assistants are key contacts for this system.
- Safety concerns, which require immediate attention, should be phoned into the Maintenance and Operations Department.
- The online Work Order System should be used for all other corrective actions which do not create an immediate danger.
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, staff will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection.
- All such actions taken and dates they are completed shall be documented.

Unsafe practices or procedures that are observed should be reported to immediate supervisors to be addressed by taking corrective action or providing necessary training.

TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job- specific safety and health practices as appropriate. Training and instruction shall be provided as follows:

- When the IIPP is first established.
- To all new workers, training to be appropriate as related to the job and observation during the probationary period.
- To all workers given new job assignments for which training has not previously been provided.
- Whenever new substances, processes, procedures and/or equipment are introduced to the workplace and represent a new hazard (job specific).
- Whenever the employer is made aware of a new or previously unrecognized hazard.
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
- To all workers with respect to hazards specific to each employee's job assignment.

Workplace safety and health practices are based on our Hazard Assessment and documented in our list of training subjects.

Training and instruction will be provided in any format or media, which is readily understandable to all employees. Training formats and/or media may include but are not limited to:

- ✓ Seminars and Workshops

Manuals

- ✓ Policies and procedures posted

Booklets

- ✓ Video, film or other visual media
- ✓ Meetings
- ✓ Newsletters and inter-district memos

District management will ensure which all training and instruction provided under the Injury and Illness Program are documented. Employees attending or receiving training mandated by this program may be requested to sign an attendance sheet.

LIST OF TRAINING SUBJECTS

We train our workers about the following training subjects as appropriate:

- General Safe Work Practices.
- Good housekeeping, fire prevention, safe practices for operating any construction equipment.
- Safe procedures for cleaning, repairing, servicing and adjusting equipment and machinery.
- Safe access to working areas.
- Heat Stress.
- Protection from falls.
- Electrical hazards, including working around high voltage lines.
- Proper use of powered tools.
- Lock-out/Tag-out procedures.
- Materials handling.
- Chainsaw and other power tool operation.
- Fall protection from elevated locations.
- Use of elevated platforms, including condors and scissor lifts.
- Driver safety.
- Slips, falls and back injuries.
- Ergonomic hazards, including proper lifting techniques and working on ladders or in a stooped posture for prolonged periods at one time.
- Personal protective equipment.
- Hazardous chemical exposures.
- Hazard communication.
- Physical hazards, such as heat/cold stress, noise.
- Blood borne pathogens and other biological hazards.
- Emergency evacuation plan.
- Provisions for medical services and first aid including emergency procedures.
- Safety is Everyone's Business.

- COVID-19

RECORDKEEPING

We are a local government entity and we are not required to keep written records of the steps taken to implement and maintain our IIPP.

Morgan Hill Unified School District

Workplace Violence Prevention Program

WORKPLACE VIOLENCE IN CALIFORNIA

The circumstances associated with workplace violence in California can be divided into three major types.

- TYPE I - Fatal workplace assaults involving a person entering a small late-night retail establishment;
- TYPE II - Workplace violence events involving an assault or threat by someone who is either the recipient of or the object of a service provided by the affected workplace or the victim; and
- TYPE III - Workplace violence event consists of an assault by an individual who has some employment-related involvement with the workplace. It is important to keep in mind that a particular occupation or workplace may be subject to more than one type.

Type I - Fatal workplace assaults involving a person entering a small late-night retail business. In California, the majority of fatal workplace assaults involve a person entering a small late-night retail establishment, e.g., liquor store, gas station or a convenience food store, to commit a robbery. During the commission of the robbery, a worker, or more likely, the proprietor, is killed or injured. Workers or proprietors who have face-to-face contact and exchange money with the public, who work late at night and into the early morning hours, and who often work alone or in very small numbers are at greatest risk of a Type I event. While the assailant may feign being a customer as a pretext to enter the establishment, he or she has no legitimate relationship to the workplace.

Type II - A Type II workplace violence event involves an assault or threat by someone who is either the recipient or the object of a service provided by the affected workplace or the victim.

Type II events involve fatal or nonfatal injuries to individuals who provide services to the public. These events chiefly involve assaults on public safety and correctional personnel, municipal bus or railway drivers, health care and social service providers, teachers, sales personnel, and other public or private service sector workers who provide professional, public safety, administrative or business services to the public.

Of increasing concern are Type II events involving assaults to the following types of service providers:

- ✓ Teaching, administrative and support staff in schools where students have a history of violent behavior; and
- ✓ Other types of service providers, e.g., justice system personnel, customer service representatives and delivery personnel.

Unlike Type I events which often represent irregular occurrences in the life of any particular at-risk establishment, Type II events occur on a daily basis in many service establishments, and therefore represent a more pervasive risk for many service providers.

Type III - A Type III workplace violence event consists of an assault by an individual who has some employment-related involvement with the workplace. A Type III event usually involves a threat of violence, or a physical act of violence resulting in a fatal or nonfatal injury, by a current or former worker, supervisor or manager; a current or former spouse or lover; a relative or friend; or some other person who has a dispute involving a worker of the workplace.

Available data indicates that a Type III event is not associated with a specific type of workplace or occupation. Any workplace can be at risk of a Type III event. However, Type III events account for a much smaller proportion of fatal workplace injuries than Types I and II. Nevertheless, Type III fatalities often attract significant media attention and are perceived as more common than they actually are.

INJURY AND ILLNESS PREVENTION PROGRAM FOR WORKPLACE SECURITY

The Morgan Hill Unified School District's Injury and Illness Prevention Program (IIPP) for Workplace Security addresses the hazards known to be associated with the three major types of workplace violence. Type I workplace violence involves a violent act by an assailant with no legitimate relationship to the workplace who enters the workplace to commit a robbery or other criminal act.

RESPONSIBILITY

We have decided to assign responsibility for security in our workplace. The IIPP Administrator for workplace security is the, Director of Facilities and has the authority and responsibility for implementing the provisions of this program for Morgan Hill Unified School District.

All administrators are responsible for implementing and maintaining this IIPP in their work areas and for answering worker questions about the IIPP. A copy of this IIPP is available in the main office and is available on the Districts intranet.

All initial reports regarding a workplace violence concern will be reported immediately to the Director of Facilities who will notify the Superintendent.

COMPLIANCE

The Morgan Hill Unified School District has established the following policy to ensure compliance with our rules on workplace security.

Management of our establishment is committed to ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all workers.

All workers are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment. Our system of ensuring that all workers, including supervisors and administrators, comply with work practices that are designed to make the workplace more secure, and do not engage in threats physical actions which create a security hazard for others in the workplace, include:

- ✓ Informing workers, supervisors and administrators of the provisions of our IIPP for Workplace Security.
- ✓ Evaluating the performance of all workers in complying with our establishment's workplace security measures.
- ✓ Recognizing workers who perform work practices which promote security in the workplace.
- ✓ Providing training and/or counseling to workers whose performance is deficient in complying with work practices designed to ensure workplace security.
- ✓ Disciplining workers for failure to comply with workplace security practices.

COMMUNICATION

At the Morgan Hill Unified School District, we recognize to maintain a safe, healthy and secure workplace we must have open, two-way communication between all workers, including administrators and supervisors, on all workplace safety, health and security issues. Our establishment has a communication system designed to encourage a continuous flow of safety, health and security information between management and our workers without fear of reprisal and in a form that is readily understandable. Our communication system consists of the following items:

- ✓ Periodic review of our IIPP for Workplace Security with all personnel.
- ✓ Training programs designed to address specific aspects of workplace security unique to our establishment.
- ✓ Regularly scheduled safety meetings with all district personnel which include workplace security discussions.
- ✓ A system to ensure that all workers, including managers and supervisors, understand the workplace security policies.
- ✓ Posted or distributed workplace security information.
- ✓ A system for workers to inform management about workplace security hazards or threats of violence.
- ✓ Procedures for protecting workers who report threats from retaliation by the person making the threats.
- ✓ Addressing security issues at our workplace security team meetings.

HAZARD ASSESSMENT

District personnel will be performing workplace hazard assessment for workplace security in the form of periodic inspections. Periodic inspections to identify and evaluate workplace security hazards and threats of workplace violence are performed by the Director of Facilities in the following areas of our workplace:

Periodic inspections are performed according to the following schedule:

- ✓ When the IIPP for Workplace Security was initiated.
- ✓ When new, previously unidentified security hazards are recognized.
- ✓ When occupational injuries or threats of injury occur.
- ✓ Whenever workplace security conditions warrant an inspection.
- ✓ Monitor inspection daily.

Periodic inspections for security hazards consist of identification and evaluation of workplace security hazards and changes in establishment perform inspections for each type of workplace violence by using the methods specified below to identify and evaluate workplace security hazards.

Inspections for Type I workplace security hazards include:

- ✓ Assessing the exterior and interior of the workplace for its attractiveness to robbers.
- ✓ Assessing the need for security surveillance measures, such as mirrors or cameras.
- ✓ Posting of signs notifying the public that limited cash is kept on the premises.
- ✓ Assessing procedures for worker response during a robbery or other criminal act.
- ✓ Assessing procedures for reporting suspicious persons or activities.
- ✓ Posting of emergency telephone numbers for law enforcement, fire and medical services where workers have access to a telephone with an outside line.
- ✓ Limiting the amount of cash on hand and using time access safes for large bills.

Inspections for Type II workplace security hazards include assessing:

- ✓ Access to, and freedom of movement within, the workplace.
- ✓ Adequacy of workplace security systems, such as door locks, security windows, security alarm system, physical barriers and restraint systems.
- ✓ Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- ✓ Workers' skill in safely handling threatening or hostile service recipients.
- ✓ Effectiveness of systems and procedures to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
- ✓ The availability of worker escape routes.
- ✓ Inspections for Type III workplace security hazards include assessing.
- ✓ How well the Morgan Hill Unified School District's anti-violence policy has been communicated to workers, supervisors or managers.
- ✓ How well the Morgan Hill Unified School District's management and workers communicate with each other.
- ✓ Our workers', supervisors' and managers' knowledge of the warning signs of potential workplace violence.
- ✓ Access to, and freedom of movement within, the workplace by non-workers, including recently discharged workers or persons with whom one of our worker's is having a dispute.
- ✓ Frequency and severity of worker reports of threats of physical or verbal abuse by managers, supervisors or other workers.
- ✓ Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.
- ✓ Worker disciplinary and discharge procedures.

INCIDENT INVESTIGATIONS

The Morgan Hill Unified School District has establishes the following policy for investigating incidents of workplace violence. Our procedures for investigating incidents of workplace violence, which includes threats and physical injury, include:

- ✓ Reviewing all previous incidents.

- ✓ Reporting the incident to the San Jose Police Department.
- ✓ Reporting the incident as a Major Incident Report.
- ✓ Visiting the scene of an incident as soon as possible.
- ✓ Interviewing threatened or injured workers and witnesses.
- ✓ Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- ✓ Determining the cause of the incident.
- ✓ Taking corrective action to prevent the incident from recurring.
- ✓ Recording the findings and corrective actions taken.

HAZARD CORRECTION

Hazards, which threaten the security of workers, shall be corrected in a timely manner based on severity when they are first observed or discovered.

Corrective measures for Type I workplace security hazards include:

- ✓ Controlling access to the workplace and freedom of movement within it, consistent with business necessity.
- ✓ Ensuring the adequacy of workplace security systems, such as door locks, security windows, physical barriers and restraint systems.
- ✓ Providing worker training in recognizing and handling threatening or hostile situations, which may lead to violent acts by persons who are service recipients of our establishment.
- ✓ Ensuring adequate worker escape routes.

Corrective measures for Type II workplace security hazards include:

- ✓ Effectively communicating our District's anti-violence policy to all employees, supervisors or managers.
- ✓ Improving communication between our District's management and employees.
- ✓ Increasing employees', supervisors' and managers' awareness of the warning signs of potential workplace violence.
- ✓ Controlling access to, and freedom of movement within, the workplace by non-workers, including recently discharged workers or persons with whom one of our worker's is having a dispute.
- ✓ Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
- ✓ Ensure that worker disciplinary and discharge procedures address the potential for workplace violence.
- ✓ Ensure that worker's placed on administrative leave turn in their keys and other the Morgan Hill Unified School District property at time of action taken.
- ✓ Ensure that workers' on extended leave turn in their keys and other the Morgan Hill Unified School District property at time of leave.

TRAINING AND INSTRUCTION

The Morgan Hill Unified School District has established the following policy on training all workers with respect to workplace security.

All workers, including administrators and supervisors, shall have training and instruction on general and job-specific workplace security practices. Training and instruction shall be provided when the IIPP for Workplace Security is first established and periodically there after. Training shall also be provided to all new workers and to other workers for whom training has not previously been provided and to all workers, supervisors and administrators given new job assignments for which specific workplace security training for that job assignment has not previously been provided. Additional training and instruction will be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards.

General workplace security training and instruction includes, but is not limited to, the following:

- ✓ Explanation of the IIPP for Workplace Security including measures for reporting any violent acts or threats of violence.
- ✓ Recognition of workplace security hazards including the risk factors associated with the three types of workplace violence.
- ✓ Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to managers and supervisors.
- ✓ Measures to summon others for assistance.
- ✓ Worker routes of escape.
- ✓ Notification of law enforcement authorities when a criminal act may have occurred.
- ✓ Emergency medical care in the event of any violent act upon a worker.

The Morgan Hill Unified School District has chosen the following items for Type II training and instruction for managers, supervisors and employees:

- ✓ Dealing with angry, hostile or threatening individuals.
- ✓ Location, operation, care, and maintenance of alarm systems and other protective devices.
- ✓ Communication procedures.
- ✓ Awareness of indicators that lead to violent acts by service recipients.

The Morgan Hill Unified School District has chosen the following items for Type III training and instruction for administrators, supervisors and employees:

- ✓ Pre-employment screening practices.
- ✓ Awareness of situational indicators that lead to violent acts.
- ✓ Managing with respect and consideration for employee well-being.
- ✓ Review of anti-violence policy and procedures.

Cal / OSHA Consultation - Area Offices

California Division of Occupational Safety and Health Enforcement Office in Fremont

39141 Civic Center Dr., Suite 310

Fremont, CA 94538-5818

Phone 510-794-2521

Fax 510-794-3889

Morgan Hill Unified Morgan Hill Unified School District

Bloodborne Pathogens Exposure Control Plan

Policy Statement

It is the policy of the Morgan Hill Unified School District to eliminate or minimize occupational exposure to blood borne pathogens in accordance with federal and state regulations. All human blood and other potentially infectious materials will be treated as if known to be infectious for human immune deficiency virus (HIV), Hepatitis B virus (HBV), and other blood borne pathogens.

Scope: The Exposure Control Plan (ECP) applies to all employees with actual or potential exposure to blood borne pathogens at all sites.

Regulation: CCR-Title n8, Section 5193

Plan Administration

Table 1 provides the roles and contact information for the administration of the blood borne pathogens program.

Table 1- Program Contact Information

Task	Name/Department	Phone
Plan Administrator	Anessa Espinosa	(408) 201-6085
Supplies (PPE, Cleaning, Materials, Other)	Site Lead Custodian	
Medical Recordkeeping	Site Secretaries	
Training	Anessa Espinosa	(408) 201-6085
Exposure Incident Contact	Site Secretaries	

The ECP administrator is responsible for implementation of the ECP, and will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures and to reflect new or revised employee positions with occupational exposure.

Maintenance and Operations will provide and maintain all necessary PPE, engineering controls (e.g.., sharps containers), and labels as required by the standard, and will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes.

The Districts Human Resources Department, will be responsible for ensuring all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained.

The Districts site administrators and program managers will be responsible for training as appropriate, documentation of training, and making the written ECP available to employees, the regulating authority, and representatives of the California Occupational Safety and Health Association (Cal-OSHA).

The Director of Facilities will act as the initial contact for reporting exposure incidents and ensure the appropriate response is carried out.

Those employees determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

Annual Plan Review and Update

This ECP will be reviewed and updated annually, and whenever new hazards are introduced in the workplace or conditions change that would result in a change in occupational exposure by employees.

ACCESS TO THE ECP

Employees covered by the blood borne pathogens rules and policies will receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees can review this plan at any time during their work shifts by contacting Human Resources. A copy of the ECP will be provided free of charge to any employee who requests it.

Definitions

Universal precaution- an approach to infection control whereas all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.

Blood borne pathogen- microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV) which causes acquired immune deficiency syndrome (AIDS).

Exposure incident- a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral (i.e., needle stick) contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Occupational exposure- reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. "Good Samaritan" acts such as assisting a co-worker with a nosebleed are not considered occupational exposure.

Other potentially infectious materials (OPIM)- body fluids visibly contaminated with blood, including saliva in dental procedures, semen, vaginal secretions, amniotic fluid, and other such material where it is difficult to differentiate between body fluids.

Percutaneous injury- exposure by injection or absorption through the unbroken skin.

Personal protective equipment (PPE)- protective covering for the head, eyes, hands, feet, and body, such as nitrile or other liquid-resistant gloves, a face mask, or an apron.

Sharps- any object contaminated with blood or OPIM that can penetrate the skin, including needles, scalpels, wood or metal splinters, broken glass, broken capillary tubes, and exposed ends of dental wires.

Employee Exposure Determination

Determinations for employee exposure are made for at risk job classifications where occupational exposure to blood or OPIM occurs, is likely to occur, or is possible to occur.

Table 2 contains a list of all job classifications in which employees are high risk of or likely to have occupational exposure to blood borne pathogens; training for these classifications is mandatory.

Table 2 Likely Occupational Exposure—Job Classifications

Job Classification	Department/Work Area	Exposure Task/Procedure
Custodian	M&O	Cleaning up after Students and assist in first aide
Health Assistant	Student Services	Administering First Aide
Nurse	Student Services	Administering First Aide and Injections
Pre-School Staff	Student Services	Student Contact, Toileting
Para-Educator Teacher	Student Services	Student Contact
Special Education Teacher	Student Services	Student Contact
School Secretaries	Site	Administering First Aide

Table 3 contains a list of job classifications in which employees may at some time have occupational exposure, including part-time, temporary, contract, or per diem employees. The list includes tasks and procedures, or groups of closely related tasks and procedures, for which occupational exposure may occur for these individuals; training for these classifications is advisable but not mandatory.

Table 3 Possible Occupational Exposure—Job Classifications

Job Classification	Department/Work Area	Exposure Task/Procedure
Bus Driver	Transportation	Student Contact
School Office Specialists and School Office Assistants	Site	Administering First Aide

If an employee believes he or she may be occupationally exposed to blood borne pathogens and his or her job classification or tasks do not appear on the above lists, the employee should contact their immediate supervisor.

Implementation and Control Measures

UNIVERSAL PRECAUTIONS

All employees will use universal precautions in order to prevent contact with blood or OPIM. All blood and OPIM will be considered infectious regardless of the perceived status of the source.

Engineering Controls and Work Practices

Engineering controls and work practices will be implemented to prevent or minimize exposure to blood borne pathogens. School Site administrators, and Maintenance Supervisor are responsible for ensuring that the engineering controls and work practices are implemented and updated as necessary.

The following engineering controls will or have been implemented:

- PPEs distributed.

- Annual review training.
- Update Blood borne Pathogen Exposure Control Plan annually.
- Periodic information articles published.
- Postings at all sites.

The following work practices will be followed:

- Wash hands immediately after contact with blood or OPIM.
- Exposed employees will wash their hands with running water and soap as soon as possible after using the antiseptic alternatives.
- When skin or mucous membranes are exposed to blood or OPIM, those areas of the body will be washed or flushed with running water as soon as possible after contact.
- After removal of PPE (e.g., gloves, face mask) used during exposure to blood or OPIM, the employee(s) will wash hands or other exposed skin areas with running water and soap as soon as possible.

The Director of Facilities evaluates new exposure control procedures and new products regularly by reviewing the Safety Data Sheets (SDS) and consulting with Student Services and Human Resources.

Housekeeping—Cleaning and Decontamination

All equipment, work areas, and working surfaces will be cleaned and decontaminated immediately or as soon as possible after any spill of blood or OPIM materials, after completion of procedures, and at the end of the work shift if the surface may have become contaminated since the last cleaning.

Decontamination of surfaces, equipment, and work areas will be accomplished by using one of the recommended EPA registered decontamination products as listed on their website. For example:

- Sparks 64

Blood- or OPIM-contaminated waste will be placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded, and closed prior to removal to prevent spillage or protrusion of contents during handling.

The procedure for handling sharps disposal containers is:

1. Notify the Maintenance, Operations and Transportation for pick up.
2. Maintenance, Operations and Transportation disposes in the hazardous waste container by Health Services.
3. Maintenance, Operations and Transportation disposes sharps according the direction from the County Public Health. Drop off requires a signature from the receiving person and department at the chosen location noted above.

The procedure for handling blood- or OPIM-contaminated waste is:
1. Dispose of hazardous waste in a designated bag.
2. Notify Maintenance, Operations and Transportation for pick up.
3. Maintenance, Operations and Transportation disposes in the hazardous waste container.

4. Maintenance, Operations and Transportation calls for hazardous waste pick up from a designated company.

Contaminated sharps will be discarded immediately or as soon as possible in containers that are close- able, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color-coded. Clean sharps disposal containers are available at site health office.

Bins, pails (e.g.., wash or emesis basins), cans, and similar receptacles will be inspected and decontaminated on a regularly scheduled basis, and cleaned and decontaminated as soon as possible after visible contamination.

Broken glassware that may be contaminated will only be picked up using mechanical means, such as a brush and dustpan.

Sharps Injury Prevention

The following sharps safer devices and engineering controls will be implemented:
- Needleless IV system.
- Self-sheathing.

All employees will comply with the following work practice controls to reduce exposure to sharps:
- Contaminated needles and other contaminated sharps will not be bent, recapped, or removed.
- Shearing or breaking contaminated needles is prohibited.
- Contaminated reusable sharps must be placed in designated reusable sharps containers.
- Any bending, recapping, or needle removal must be accomplished by the school nurse.

Sharps disposal

Sharps disposal containers are inspected and maintained or replaced by the school nurse whenever necessary to prevent overfilling.

Review and update procedures. This facility identifies the need for changes in engineering controls and work practices for the management of sharps through:
- Review of OSHA records.
- Interviews with employees responsible for direct patient care.

Human Resources will evaluate new procedures and new products regularly by reviewing new state and federal requirements and student needs.

Both front-line workers and management officials are involved in the process for evaluating new procedures and products in the following manner:
- Employee input
- State and Federal guidelines
- District needs

Director of Facilities is responsible for ensuring that approved recommendations from the evaluations are implemented.

PPE

PPE is provided to our employees at no cost to them. PPE will be chosen based on the anticipated exposure to blood or OPIM. The PPE will be considered appropriate only if it does not permit blood or OPIM to pass through or reach the employee's clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which it will be used.

Table 4 describes in detail how PPE will be provided and the types of PPE that will be given to employees. Table 4

Provision of PPE to Employees

How Provided	PPE Distributor	Procedures Requiring PPE	Type of PPE Required
M&O Department	Site Administrator	Cleaning	Gloves, Glasses, Clothing
Yard Duty	Site Administrators Program Managers	First Aide	Gloves
Health Services	Site Administrators Program Managers	Cleaning and First Aide	Gloves
Training	Site Administrators Program Managers	Cleaning and First Aide	Gloves
Site Staff	Site Administrators	Cleaning and First Aide	Gloves

All PPE will be cleaned, laundered, and disposed of by the employer. All repairs and replacements will be made by the employer.

All PPE will be removed prior to leaving the work area. If visibly contaminated, PPE will be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal. The designated areas are:

- Custodial Closet.

Precautions when using PPE: All employees using PPE must observe the following precautions

- Wash hands immediately or as soon as possible after removal of gloves or other PPE.
- Remove PPE after it becomes contaminated, and before leaving the work area.
- Used PPE may be disposed of in the hazardous waste container.
- Wear appropriate gloves when it can be reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.

- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

Blood-contaminated PPE

If PPE or personal clothing is splashed or soaked with blood or OPIM, the person wearing the PPE or clothing will remove the contaminated clothing as soon as possible. This clothing will be laundered at the employer's expense. Such clothing will be identified as contaminated and any employee exposed to it will be notified and protected from exposure.

Gloves

Gloves will be worn where it is reasonably anticipated that employees will have hand contact with blood, OPIM, non-intact skin, and mucous membranes. Gloves will be available from the Maintenance Supervisor, health assistants, and site administrators.

Disposable gloves will not be washed or decontaminated for reuse and will be replaced when they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for reuse provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

PPE Training

All employees covered under the requirements of this plan will be trained to properly use, put on, take off, decontaminate, maintain, and store PPE. Training in the use of the appropriate PPE is provided by Human Resources, Student Services and site administrators.

Disposable PPE

Disposable gloves and paper face masks must not be used again once they are removed. Never wash or decontaminate disposable gloves for reuse. Replace them as soon as possible after they become contaminated or if they are torn, punctured, or their ability to function as a barrier is compromised.

Disposable PPE may be discarded in the regular trash if it has no visible contamination with blood or OPIM. Place PPE with visible contamination with blood or OPIM in a sharps or bio-hazard container.

HEPATITIS B VACCINATION

Human Resources and site administrators will provide training to employees on hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration, and availability.

The hepatitis B vaccination series is available at no cost after initial employee training.

When an employee elects to be vaccinated, a licensed health care professional will conduct a medical evaluation.

Vaccination is encouraged unless:

- Documentation exists that the employee has previously received the series;
- Antibody testing reveals that the employee is immune; or
- Medical evaluation shows that vaccination is contraindicated.

Following the medical evaluation, a copy of the health care professional's written opinion will be obtained and provided to the employee within 15 days of the completion of the evaluation. The evaluation will be limited to whether the employee requires the hepatitis vaccine and whether the vaccine was administered.

Declination of the vaccine. If an employee declines the vaccination, the employee must sign a declination form (attached to this ECP). Employees who decline may request and obtain the vaccination at a later date at no cost. Signed declination forms are kept in Human Resources.

Exposure Incident Management

EXPOSURE INCIDENT REPORT

Any incident that results in occupational exposure to blood or OPIM will be reported immediately to Keenan and Associates and the SCCSIG. A separate report must be completed by each person exposed to blood or OPIM. The report will include the name of the person exposed, the time and date of the incident, and a determination of whether an exposure has occurred. If exposure has occurred, a post-exposure evaluation will be performed.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

A confidential medical evaluation and follow-up will be conducted by Keenan and Associates. After initial first aid or medical attention, the following activities will be performed by:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).

- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's healthcare provider.
- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status.

If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days. If the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

The Morgan Hill Unified School District ensures that the healthcare professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of the blood borne pathogens regulation. The Morgan Hill Unified School District will ensure that the healthcare professional evaluating an employee after an exposure incident receives:

- A description of the employee's job duties relevant to the exposure incident.
- A description of route(s) of exposure.
- Circumstances of exposure.
- If possible, results of the source individual's blood test.
- Relevant employee medical records, including vaccination status.

The District's appointed clinic will provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days after completion of the evaluation.

PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

Human Resources will review the circumstances of all exposure incidents to determine the:

- Engineering controls in use at the time.
- Work practices followed.
- Description of the device being used (including type and brand).
- Protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.).
- Location of the incident.
- Procedure or task being performed when the incident occurred.
- Employee's training.

The Human Resources Department will record all percutaneous injuries from contaminated sharps in a Sharps Injury Log.

Employee Training

All employees who have occupational exposure to blood borne pathogens will receive initial and annual training conducted by Human Resources and/or site administrator/Program Manager.

All employees who have occupational exposure to blood borne pathogens will receive training on the epidemiology, symptoms, and transmission of blood borne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- A copy and explanation of the OSHA blood borne pathogen standard.
- An explanation of our ECP and how to obtain a copy.
- An explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident.
- An explanation of the use and limitations of engineering controls, work practices, and PPE.
- An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE.
- An explanation of the basis for PPE selection.
- Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- An explanation of the signs and labels and/or color coding required by the standard and used at this facility
- An opportunity for interactive questions and answers with the person conducting the training session

Recordkeeping

TRAINING RECORDS

Training records are completed for each employee upon completion of training. These documents will be kept for at least 3 years in Human Resources.

The training records will include the:

- Dates of the training sessions.
- Contents or a summary of the training sessions.
- Names and persons conducting the training.

- Names and job titles of all persons attending the training sessions.

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the Human Resources Department.

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with the employee exposure and medical records regulation. Human Resources is responsible for maintenance of the required medical records. These confidential records are kept in Human Resources for at least the duration of employment plus 30 years.

OSHA RECORDKEEPING

An exposure incident is evaluated to determine if the case meets OSHA's Record-Keeping Requirements (29 CFR 1904).

Injury Log

In addition to the OSHA recordkeeping requirements, all percutaneous injuries from contaminated sharps are also recorded in a Sharps Injury Log. All incidents will include at least:

- The date of the injury.
- The type and brand of the device involved (syringe, suture needle).
- The department or work area where the incident occurred.
- An explanation of how the incident occurred.

The Sharps Injury Log is reviewed as part of the annual program evaluation and maintained for at least 5 years following the end of the calendar year covered. If a copy is requested by anyone, it will have any personal identifiers removed from the report.

Morgan Hill Unified School District

Ergonomics Injury
and
Illness Prevention Plan

Introduction

The Morgan Hill Unified School District has written and developed this program to comply with the provisions of Section 5110 of Title Eight of the California Code of Regulations and to address the problem of repetitive motion injuries that result from work-related activity.

The "Ergonomics Injury & Illness Prevention Program" outlines the policies and procedures that are both necessary and required to control RMI's and comply with the various provisions of the ergonomics safety regulations. Although a copy of the current California standard is contained in this manual, significant changes should be anticipated over the coming months and possibly years. The Federal OSHA has issued a proposed ergonomics standard that could impact California in the near future.

The Morgan Hill Unified School District will continue to stay informed of the changes in ergonomic rules and regulations, and we will make changes to our program as regulations evolve. In the meantime, the following procedures will define our approach to workplace ergonomics until those changes are approved and adopted.

Program Scope & Administration

STANDARD

Under certain specific circumstances, employers are required to develop a four-step prevention program to cope with repetitive motion injuries in the workplace.

SPECIFIC CRITERIA

1. This section (5110) applies to a job, process, operation, or other group work classification where a repetitive motion injury (RMI) has occurred to two or more employees.

2. The two RMI's must have occurred within a single process, operation, or other similar work group classification to activate the requirements of this safety regulation.

3. The RMI must have been predominately caused by a work-related repetitive job activity. Predominately means over 50% caused by work activity.

4. The two or more employees incurring the RMI's must have been performing the same job processor operation of identical work activity.

5. The RMI's must have been musculoskeletal injuries that have been objectively identified and diagnosed by a licensed physician.

6. The RMI's must have been reported to the employer by the involved employees within the last

twelve months, but not prior to July 3, 1997.

7. Employers with nine or fewer employees are **NO LONGER** exempted from this regulation as of a California Court of Appeals decision in January 2000.

Work Site Evaluation & Hazard Assessment

STANDARD

All job classifications and/or categories that are covered by this section or safety standard must be evaluated and examined for exposure and hazards that may cause RMI's.

SPECIFIC CRITERIA

1. As with other portions of this standard, the exposure evaluation is required after two or more RMI's occur to two or more employees.

2. The exposure factors that need to be identified within each separate job category involve repetition and force. High repetition with strong forces has the most serious exposure to RMI's.

3. Repetition refers to the number times an identical activity is repeated during a specific time period. A few repetitions per hour does not constitute a highly repetitive activity.

4. Force refers to the amount of energy or strength needed to perform an activity. The more force that is needed, the less the repetitions needed to potentially cause an RMI.

Control of Work-Related RMI Exposures

STANDARD

When a specific work group or category has demonstrated the potential for RMI's, an effort shall be made to control and/or mitigate the work exposures. The RMI exposures shall be addressed in a timely manner and to the extent feasible.

SPECIFIC CRITERIA

1. One method for mitigating exposures is the redesign of a job. Redesign means changing the way the job is performed so repetition and force exposures are reduced. In some cases redesign may involve transferring duties to other less stressful job categories.

2. Another method involves reducing force and repetition stress through teamwork. An example of basic teamwork includes requiring two people to lift a heavy object. Other ideas can be identified during the job evaluation phase.

3. Another technique involves the use of rest breaks and work pacing. Short, frequent breaks are usually preferable to longer less frequent breaks.

4. Job rotation is another concept that has a practical application in some work situations. Worker skill and aptitude are required for this concept to be practical and effective.

5. Engineering controls are another exposure reduction concept and involve reducing the size of containers, installing handles or grips for lifting or pushing, increasing the size of wheels to improve rolling, and other ideas identified during the exposure evaluation process.

6. Modifications to clerical or computer workstations or adjustable furniture, such as stools or chairs should be considered as remedies to RMI exposures.

7. Cost and practicality are concepts that must be applied to the phrase "to the extent feasible." Reducing RMI exposures should not put a business at financial risk or prohibit the actual performance of the job. Conversely, ideas known to the employer but not taken which may reduce RMI exposure to a greater extent without imposing significantly increased cost must be considered.

Employee Training

STANDARD

When this section is activated by the existence of two or more RMI's with a specific job classification, certain specific training requirements are activated.

SPECIFIC CRITERIA

1. Employees within one or more of the job categories covered by the standard should be made aware of the employer's ergonomics prevention program and its specific provisions.

2. Employees should be made aware of the various work injury exposures discovered during the RMI injury exposure evaluation process.

3. The various symptoms and the long-term consequences of the injuries caused by RMI's shall be communicated to employees within the affected work groups.

4. Employees within affected job groups must be made aware of the importance of reporting of symptoms so interventions can be more effective.

5. Training shall include an understanding of all exposure control methods, such as job redesign, workstation modification, exercise techniques, and other ideas discussed in the section on exposure control and reduction.

Workstation Evaluation

The proper setup of the workstation is the key to office ergonomics. An improper office arrangement will promote poor posture, increased physical stress, and can cause increased fatigue and may lead to symptoms of repetitive motion injuries (RSI's). All Ergonomic evaluations are requested through the employees supervisor.

The evaluation must involve a comprehensive review of all factors, however, the chair is the place to start. The seat height should be adjustable so the legs of the employee can be properly positioned so the thighs are parallel with floor and the feet are firmly resting on the floor. The legs should not hang nor should they be bent at the ankles so the employee's toes can touch the floor. These conditions will lead to muscle tightening, tension, and fatigue.

The back of the chair should have a good lumbar pad, which gives solid support to the small curve of the lower back. The back pad should be adjustable so the lower portion rides in the small of the back where support is

needed. If the pad is too low it will not provide the needed support and the seat pad will tend to push the user toward the edge of the chair. Back pad tilt is a valuable option, but not as necessary as the height adjustments. Back pad tilt allows the user to bring the lumbar pad forward or back as needed.

Armrests are one of those accessories, which can be described as a personal option. Some people like them and some don't. The important thing is to be sure the height of the armrest is low enough to allow the arms to hang in a natural position so the shoulders are not compressed up toward the neck. This condition will also lead to muscle fatigue in the shoulder and neck area. Arms rests are usually removable and some have an adjustable height.

The proper size of the seat pad will vary with the size of the user. The back of the legs should clear the front of the seat pad by 2 to 4 inches. If the clearance is much larger, the seat is probably too small and the user may feel like they are not being adequately supported. This will promote muscle tightening and will probably lead to aching muscles and leg fatigue.

Other chair features include seat pad tilt, adjustable lumbar supports, and a rotational adjustment to the armrest. All of these features add cost and comfort, however, they are not as important as the other features. Once the proper chair has been selected we can move the employee into the work area to check other factors. The keyboard and mouse set-up are the next targets for review. The arms should be positioned similarly to the legs. They should be parallel with the floor and the wrist should be in the neutral (straight) position. If this is on the desktop, it may be too high. If an adjustable tray is being used, it may be positioned improperly. The adjustable keyboard tray with mouse support is probably the most desirable setup for most situations. The adjustment allows the user to position the keyboard and mouse at the proper level and proper angle without changing the position of the legs and feet.

The monitor should be placed directly in front of the worker, and it should be low enough that the top of the screen is about 5 degrees below eye level when looking straight out. The distance is recommended between 16 to 22 inches allowing the head to rest comfortably over the shoulders. Glasses, personal choice and the need for desk surface could affect the distance. The distance is a concern, but it is not as critical as the height and the location. Working with head tilted back and/or twisted to the side will lead to neck cramps and fatigue. Bifocals are discouraged because of the required head tilt. A single prescription lens is recommended for the computer user.

Other accessories include the work holder. The holders that mount on the top of the monitor with Velcro are effective because they leave the desk surface clear and they keep the work close to the screen. An office products catalog contains a variety of different designs and locating the proper type should be no problem. It is important to avoid twisting the neck to look at copy work, which is positioned on a return or table off to the side. Keep the copy work in front of the user and at the same distance as the screen.

The diagram in the next section displays the various factors discussed above. Review the drawing and review the information included. By using the diagram, the above information, and the checklist, which follows; you should be able to complete an effective workstation review.

In general, move the frequently used objects into a primary space that is closest to you. Be careful to take into consideration your left/right preferences to reduce reaching and stretching. Move freely and work healthy.

https://www.dir.ca.gov/dosh/dosh_publications/computerergo.pdf

https://www.osha.gov/SLTC/etools/computerworkstations/checklist.html

ERGONOMIC EXERCISES

RELEASING HAND, WRIST & SHOULDER TENSION

- STRETCHING

    o Place your hands out in front of you. Then spread your fingers as far apart as possible. Hold for five seconds and then relax. Repeat this process five times.
- ROTATIONS
    o Rotate your wrists, keeping your fingers relaxed and your elbows still. With your hands extended, first turn your palms up and then rotate your palms down. Repeat the exercise five times.
- HANDSHAKING
    o With your hands extended, relax your muscles and let your hands dangle at the wrists. Then shake your hands. First, shake them up and down and then shake them from side to side. Repeat the exercise until the tension is gone.
- REACHING
    o Place your arms over your head. With your fingers stretched, reach toward the ceiling. Hold the stretch for five seconds and then relax. Repeat five times.
- ROLLING
    o Using a wide circular motion, roll your shoulders backward. Repeat the exercise five times.
- SHIFTING
    o While sitting in your chair, move around to loosen up. Slouch, slump, look away from the screen, and dangle your arms. Repeat as often as necessary.
- NECK GLIDES
    o While seated, glide your neck forward and hold. Then glide the neck to the rear and hold. Keep the chin level. Repeat the exercise five times.
- DEEP BREATHING
    o Close your eyes, inhale and hold your breath while tightening your entire body. Slowly exhale and relax. Repeat five times.
- EYE RELAXATION
    o Using the index and middle finger gently massage the eye area just above and below the brow – first in a clockwise direction and then a counter- clockwise direction.
- FINGER STRETCHES
    o With hands at your sides and keeping the wrist straight, curl the fingers to the base of the fingers bending only the joints. Straighten the hands and relax. Repeat five times.

Exercises and Relaxation Techniques

Repetition and force are important factors in the study of ergonomics and in determining the cause of RSI's. Repetition and force coupled with an improper workstation setup can in some cases lead to discomfort, fatigue, and the symptoms of RSI's over a longer period of time.
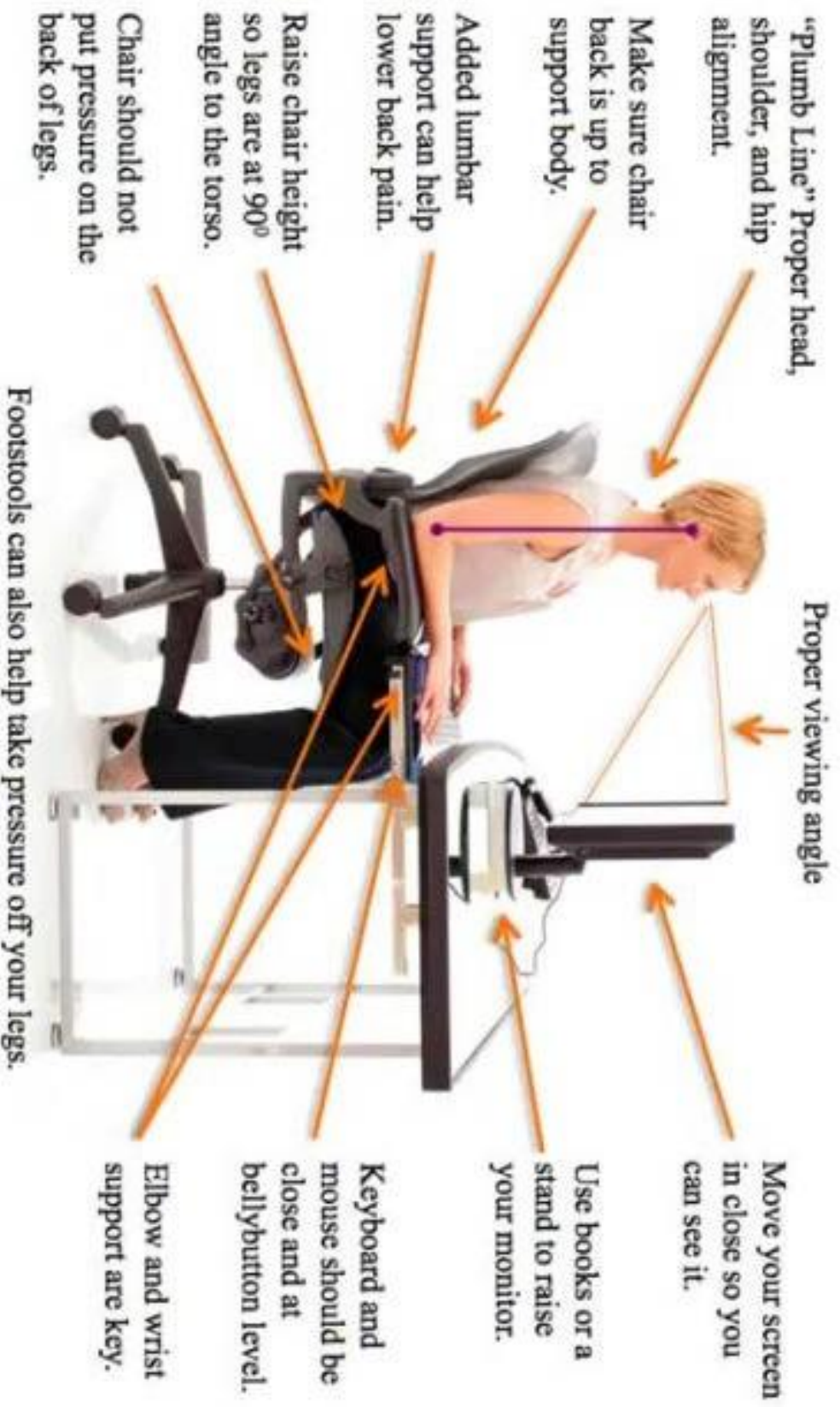
Repetition refers to the number of times a worker has to complete hand, arm, and finger manipulations. Force refers to the amount of effort or strain that must be exerted with each repetition. A high number of repetitions with heavy force are the most undesirable situation. There are a number of ways the effects of force and repetition can be mitigated.

Exercises are an excellent way to relieve some of the stress and tightness in the neck, fingers, hands, and shoulders. There are several different exercises included in this section that can be performed at the desk. Additionally, there are software programs available that remind the workers when to take breaks and show them how to exercise properly.

Taking rest breaks from the keyboard to do copying, filing, and other tasks is another way to reduce the build-up of tension and fatigue. Even short breaks are beneficial because they allow for some recovery in the muscles and tendons. And in addition, short breaks allow for a mental rest, which can have a major effect on reducing stress build up.

Scheduling is another method, which can be used to avoid prolonged periods at the keyboard. By breaking up a variety of duties such as filing, copying, keying, and other tasks, the employee can limit keying to four one-hour periods rather than one prolonged four-hour period. The short segments allow for recovery between segments.

Taking breaks, organizing the work so a variety of tasks can be mixed over a period of a few hours is preferred rather than spending prolonged periods at one repetitive motion task.

"Plumb Line" Proper head, shoulder, and hip alignment.

Make sure chair back is up to support body.

Added lumbar support can help lower back pain.

Raise chair height so legs are at 90⁰ angle to the torso.

Chair should not put pressure on the back of legs.

Footstools can also help take pressure off your legs.

Proper viewing angle

Move your screen in close so you can see it.

Use books or a stand to raise your monitor.

Keyboard and mouse should be close and at bellybutton level.

Elbow and wrist support are key.

OFFICE ERGONOMICS

General

Location:			Date:
Jobs:			Used For:

Main Topic	Yes	No	Comments
WORKER POSITIONING			
1. Are the worker's forearms and wrists parallel to the floor and the upper arms resting at his/her sides when positioned at the keyboard or the work surface?	☐	☐	
2. Are the worker's thighs parallel to the floor?	☐	☐	
3. Are the worker's feet flat on the floor or a footrest?	☐	☐	
4. Is there at least 2 inches of clearance between the worker's thighs and the working surface?	☐	☐	
5. Is there space between the edge of the seat pan and the back of the worker's knees?	☐	☐	
6. Are the worker's palms and wrists free from touching the keyboard or desk edge?	☐	☐	
7. Is the top of the viewing screen at eye level?	☐	☐	
8. Does the chair backrest support the curve of the worker's lower back?	☐	☐	
WORKSTATION SETUP			
9. Does the worker refer primarily to items placed in front of him/her?	☐	☐	
10. Is the VDT monitor positioned perpendicular to window light?	☐	☐	
11. Is there glare from overhead light?	☐	☐	
12. Is the screen between 18-24 inches from the worker's eyes?	☐	☐	
13. Can the workspace be adapted for either right or left-hand use?	☐	☐	
14. Are all frequently used items within a 6- to 14-inch reach of the worker?	☐	☐	
15. Are frequent reaches below shoulder height and/or above knee height?	☐	☐	
16. Does the arrangement of the work area allow access to all equipment and job aids without twisting?	☐	☐	

OFFICE ERGONOMICS

General

Location:			Date:
Jobs:			Used For:
Main Topic	**Yes**	**No**	**Comments**
17. Are all cables routed out of the worker's way?	☐	☐	
WORK SPACE			
18. Is there space to perform all tasks at the workstation (at least 24" deep and 24")?	☐	☐	
19. Are work surfaces and/or equipment corners or edges rounded and smooth?	☐	☐	
KEYBOARD			
20. Is the keyboard detachable from the monitor?	☐	☐	
21. Can the keyboard adjust in angle? (ANSI recommends adjustability between 0-25 degrees.)	☐	☐	
22. Does the keyboard have a matte finish?	☐	☐	
23. Is the keyboard positioned on a user adjustable height/tilt support?	☐	☐	
MONITOR			
24. Can the monitor height be adjusted by the user?	☐	☐	
25. Does the monitor tilt? Swivel?	☐	☐	
26. Are images on the screen clear/sharp and easy to read?	☐	☐	
27. Is the screen anti-glare?	☐	☐	
28. If there is glare, is there an anti-glare filter or a VDT hood?	☐	☐	
29. Are there adjustable brightness and contrast controls?	☐	☐	
DOCUMENT HOLDER			
30. Is the document holder positioned at a similar distance from the workers' eyes to the monitor?	☐	☐	
31. Is the document holder positioned to allow neutral head positioning?	☐	☐	
CHAIR			

OFFICE ERGONOMICS

General

Location:			Date:
Jobs:			Used For:
Main Topic	**Yes**	**No**	**Comments**
32. Can the worker, when seated, easily adjust the chair?	☐	☐	
33. Is the lumbar support adjustable in height and angle? Does it lock?	☐	☐	
34. Is the lumbar support at least 12 inches wide and 6-9 inches high (ANSI)?	☐	☐	
35. Is the tension on the backrest support adjustable?	☐	☐	
36. Is the center of the lumbar support between 6- 10 inches above the seat pan (ANSI)?	☐	☐	
37. If chair has armrests, are they adjustable in height?	☐	☐	
38. If chair has armrests, do they allow worker to get close to the work surface?	☐	☐	
39. If chair has armrests, are they at least 18.2 inches apart from each other (ANSI)?	☐	☐	
40. If chair has armrests, are they at least 2 inches wide?	☐	☐	
41. If chair has armrests, are the edges contoured and padded?	☐	☐	
42. Is the front seat pan edge rounded?	☐	☐	
43. Does the seat pan tilt? Lock?	☐	☐	
44. Is the seat plan at least 18 inches wide (ANSI)?	☐	☐	
45. Is the seat pan depth between 15-17 inches (ANSI)?	☐	☐	
46. Does the seat pan adjust in height between 16 to 20-½ inches (ANSI) (excludes drafting chairs)?	☐	☐	
47. Does the chair have a 5-legged swivel base?	☐	☐	
48. Does the chair have wheels or casters that allow mobility on carpeted floors?	☐	☐	
49. Is the chair padded?	☐	☐	

OFFICE ERGONOMICS

General

Location:			Date:
Jobs:			Used For:
Main Topic	**Yes**	**No**	**Comments**
50. Do employees feel that the chair is comfortable (ask)?	☐	☐	
FOOTREST			
51. If a footrest is used, is it at least 2 inches high (ANSI) and adjustable angle?	☐	☐	
52. If a footrest is used, does it allow the worker to position himself/herself correctly at the workstation?	☐	☐	
ENVIRONMENT			
53. Are light levels 19 to 46 foot candles (fc) overall at the VDT workstation (ANSI)?	☐	☐	
54. Is task lighting (50 to 100 fc) provided for visually demanding tasks?	☐	☐	
55. Do lights shine in the worker's eyes?	☐	☐	
56. If there are windows, are window treatments used (blinds, curtains, etc.)?	☐	☐	
57. Do all surfaces at the workstation have non-reflective (matte finishes) which reduce glare?	☐	☐	
58. Are colors at the workstation neutral?	☐	☐	
59. Is the work area free of drafts?	☐	☐	
60. Is the work area well ventilated?	☐	☐	
61. Is the work area noisy?	☐	☐	

Morgan Hill Unified School District

Heat Stress

Prevention Plan

Heat Illness Prevention

Scope: This Plan covers employees who are exposed to heat or hot conditions at or above the threshold levels for work areas and activities identified in the heat stress hazard assessment.

Policy: This organization is committed to protecting employees from the hazards of hot conditions and to preventing heat-related illnesses at the workplace. We will identify, evaluate, and control potential exposure of our employees to extreme temperature, humidity, and other heat-related factors.

Plan Administrator. The Plan Administrators, Director of Facilities and Project Coordinator are responsible for implementing the Heat Stress Prevention Program, monitoring work area heat conditions and for ensuring that employees are trained to recognize the signs and symptoms of heat stress illnesses or injury and what to do if these occur.

Contact information:

Director of Facilities	Anessa Espinosa	(408) 201-2085
Maintenance Supervisor	Joe Stoykovich	(408) 201-6085
Project Coordinator	Serafin Castro	(408) 201-6085

The Administrator may designate and authorize other personnel to implement specific components of the Plan.

Supervisors. Supervisors are responsible for encouraging employees to frequently consume water or other acceptable beverages to ensure hydration.

Prior to each workday, the forecasted temperature and humidity for the worksite will be reviewed and will be compared against the National Weather Service Heat Index to evaluate the risk level for heat illness. Determination will be made of whether or not workers will be exposed at a temperature and humidity characterized as either "extreme caution" or "extreme danger" for heat illnesses. It is important to note that the temperature at which these warnings occur must be lowered as much as 15 degrees if the workers under consideration are in direct sunlight.

The temperature will be taken into consideration to determine when it will be necessary to make modifications to the work schedule (such as stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks.

Employees. Employees are responsible for monitoring their own personal factors for heat-related illness including consumption of water or other acceptable beverages to ensure hydration and taking cool-down breaks in the shade.

Plan Review and Update

This Plan will be periodically reviewed and updated when:

- New activities or equipment that creates heat stress are introduced into the workplace.
- Evaluations of heat stress hazards, injuries, and illnesses demonstrate that the current Plan is outdated or not effective.
- Regulatory or applicable national consensus standards change that require this Plan to be updated.

DEFINITIONS

Acclimatization or acclimate is the physiological (i.e., physical, mechanical, and biochemical) change that allows the human body to adapt or get used to the effects of a new physical environment or climate. After a period of acclimatization, the same physical activity will produce fewer cardiovascular demands. The worker will sweat more efficiently, causing better evaporative cooling, and thus will more easily be able to maintain normal body temperatures.

Calorie is the amount of heat required to raise 1 gram of water 1°Celcius (C) (based on a standard temperature of 16.5 to 17.5°C).

Conduction is the transfer of heat between materials that contact each other. Heat passes from the warmer material to the cooler material. For example, a worker's skin can transfer heat to a contacting surface if that surface is cooler, and vice versa.

Convection is the transfer of heat in a moving fluid. Air flowing past the body can cool the body if the air temperature is cool. On the other hand, air that exceeds 85° Fahrenheit (F) can increase the heat load on the body.

Dry bulb (DB) temperature is the measurement of the heat content of freely exposed air measured by a thermal sensor that is shielded from direct radiant energy sources.

Evaporative cooling takes place when sweat evaporates from the skin. High humidity reduces the rate of evaporation and thus reduces the effectiveness of the body's primary cooling mechanism.

Globe temperature is the temperature inside a blackened, hollow, thin copper globe.

Heat is a measure of energy that is transferred by a difference in temperature.

Metabolic heat is a by-product of the body's activity.

Natural wet bulb (NWB) temperature is measured by exposing a wet sensor, such as a wet cotton wick fitted over the bulb of a thermometer, to the effects of evaporation and convection. The term "natural" refers to the movement of air around the sensor.

Radiation is the transfer of heat energy through space. A worker whose body temperature is greater than the temperature of the surrounding surfaces radiates heat to these surfaces. Hot surfaces and infrared light sources radiate heat that can increase the body's heat load.

Heat-Related Illnesses

Illness as defined by OSHA is generally not instantaneous and occurs some time (hours or days) after the initial exposure to an occupational hazard. For example, an instantaneous reaction such as a burn after touching a hot surface is considered an injury; whereas a delayed reaction to a hot environment such as heat exhaustion that occurs hours after the initial exposure is considered an illness.

Heat collapse is a condition where the brain does not receive enough oxygen because blood pools in the extremities, resulting in a loss of consciousness (fainting or syncope). This reaction is similar to that of heat exhaustion and does not affect the body's heat balance. However, the onset of heat collapse is rapid and unpredictable. Heat syncope is a fainting episode or dizziness that usually occurs with prolonged standing or sudden rising from a sitting or lying position. Factors that may contribute to heat syncope include dehydration and lack of acclimatization.

Heat cramps are usually caused by performing hard physical labor in a hot environment. These cramps have been attributed to an electrolyte imbalance caused by sweating. Cramps can be caused by both too much and too little salt. Cramps appear to be caused by the lack of water replenishment. Because sweat is a hypotonic solution ($\pm$0.3% sodium chloride), excess salt can build up in the body if the water lost through sweating is not replaced. Thirst cannot be relied on as a guide to the need for water; instead, water must be taken every 15 to 20 minutes in hot environments. Under extreme conditions, such as working for 6 to 8 hours in heavy protective gear, a loss of sodium may occur. Recent studies have shown that drinking commercially available carbohydrate-electrolyte replacement liquids is effective in minimizing physiological disturbances during recovery.

Heat exhaustion is a condition with symptoms of headache, nausea, vertigo, weakness, thirst, and giddiness. Fainting associated with heat exhaustion can be dangerous because the victim may be operating machinery or controlling an operation that should not be left unattended; moreover, the victim may be injured when he or she faints. Also, the signs and symptoms seen in heat exhaustion are similar to those of heat stroke, a medical emergency.

Heat fatigue is a temporary state of discomfort and mental or psychological strain arising from prolonged heat exposure. It is generally caused by fluid loss. Workers unaccustomed to the heat are particularly susceptible and can suffer, to varying degrees, a decline in task performance, coordination, alertness, and vigilance. There is no treatment for heat fatigue except to remove the heat stress before a more serious heat-related condition develops. The severity of transient heat fatigue will be lessened by a period of gradual adjustment to the hot environment (heat acclimatization).

Heat rash is "prickly" heat manifested as red papules (i.e., small, inflammatory, irritated spots on skin) and usually appears in areas where the clothing is restrictive. It is the most common problem in hot work environments. As sweating increases, these papules give rise to a prickling sensation. Prickly heat occurs on skin that is persistently wetted by unevaporated sweat, and heat rash papules may become infected if they are not treated. In most cases, heat rashes will disappear when the affected individual returns to a cool environment.

Heat stroke is a condition when the body's system of temperature regulation fails and body temperature rises to critical levels. This condition is caused by a combination of highly variable factors, and its occurrence is difficult to predict. Heat stroke is a medical emergency. The primary signs and symptoms of heat stroke are confusion, irrational behavior, loss of consciousness, convulsions, a lack of sweating (usually), hot and dry skin, and an abnormally high body temperature (e.g., a rectal temperature of 41°C (105.8°F)). If body temperature is too high, it causes death. The elevated metabolic temperatures caused by a combination of workload and environmental heat load, both of which contribute to heat stroke, are also highly variable and difficult to predict.

HAZARD ASSESSMENT

The Administrator or designee will conduct an initial inspection and hazard assessment of all work areas and environments where hot conditions are anticipated or may occur. He or she will periodically conduct follow-up inspections to ensure compliance with this Plan and to evaluate the effectiveness of heat stress control measures.

During the assessment the inspector will:

- Determine building and facility operating characteristics that may cause, contribute to, or alleviate hot conditions.
- Determine whether engineering and administrative controls are functioning properly
- Verify information obtained from employee interviews
- Perform temperature measurements and make other determinations to identify potential sources of heat stress

Investigators will discuss any operations, which have the potential to cause heat stress with engineers or other knowledgeable personnel. A walk-around inspection will cover all affected areas. Heat sources such as furnaces, ovens, and boilers, and relative heat load per employee will be noted.

Heat Stress Factors

The following workplace factors will be considered in the assessment for heat stress:

- Air temperature
- Radiant heat sources
- Conductive heat sources

- Humidity
- Direct physical contact with hot objects
- Workload activity and duration
- Semi-permeable or impermeable protective clothing

The following worker heat sensitivity factors will also be considered in evaluating the potential for heat stress:

- Age
- Weight
- Degree of physical fitness
- Degree of acclimatization
- Metabolism
- Use of alcohol or drugs
- Medical conditions such as hypertension
- Prior heat injury (predisposes an individual to additional injury)

HEAT STRESS PREVENTION PROGRAM

This Heat Stress Prevention Program describes controls and work practices to protect employees from heat stress while working in hot conditions.

Program Implementation Criteria

The Administrator or designee will implement the Heat Stress Prevention Program when the action levels for hot conditions in the WBGT are exceeded.

Heat Stress Engineering Controls

The following engineering controls will be implemented before and in combination with work practices.

General Ventilation

General ventilation will be used where feasible and practical to dilute hot air with cooler air. Portable or local exhaust systems will be provided for small areas where general ventilation is not feasible or practical. If the dry bulb temperature is higher than 85°F and the air is dry, evaporative cooling may be improved by air movement. When the dry bulb temperature exceeds 85° and the relative humidity is 100%, air movement will make the worker hotter and forced ventilation will not be used to alleviate heat stress.

Fans

Fans will be provided where general ventilation is insufficient or impractical and when evaporative cooling will be improved by air movement.

Air Cooling or Conditioning

Air cooling or conditioning systems will be provided where feasible and practical.

Insulation

Heating pipes will be insulated or otherwise shielded to reduce radiant heat.

Cool Room

Cool rooms will be used as a recovery area near hot jobs.

Heat Stress Prevention Work Practices

Work practices will be implemented to reduce the risk of elevating an employee's core body temperature. Heat stress prevention practices that may be implemented individually or in combination include:

- Employee work and rest intervals
- Continual personal monitoring of physiological signs of heat stress
- Provide cool liquids
- Establish and implement acclimatization schedules
- Use warm-weather cooling garments
- Reduce the physical demands of work, e.g., excessive lifting or digging with heavy objects
- Provide recovery areas such as air-conditioned enclosures and rooms
- Use shifts such as early morning, cool part of the day, or night work
- Use intermittent rest periods with water breaks
- Use relief workers
- Use worker pacing
- Assign extra workers and limit worker occupancy, or the number of workers present, especially in confined or enclosed spaces
- Schedule work in hot conditions for the cooler part of the day
- Schedule routine maintenance and repair work in hot areas for the cooler seasons of the year.

Employee Work/Rest Intervals

The Administrator or designee will determine the work/rest intervals and communicate them to employees by *meeting with them in the morning*. Work/rest intervals are adjusted throughout the work shift as needed and communicated to each employee at the conclusion of an applicable rest period, prior to reentry into a work area.

Fluid Replacement

Since dehydration is a primary cause of heat illness, employees on each site will be reminded on the importance of liquid consumption. One cup (8 oz) every 20 minutes is recommended. Ample supplies of liquids are available at each site.

- ➢ Drinking water will be available to all employees at each site. Employees will have access to drinking water at all sites through school site water fountains and/or water containers. Water in water containers will be refilled with cool water when the water level within a container drops below 50 percent.
- ➢ Water will be fresh, pure, and suitably cool and provided to employees free of charge. Supervisors will visually examine the water and pour some on their skin to ensure that the water is suitably cool.
- ➢ Water containers will be located as close as practicable to the areas where employees are working to encourage the frequent drinking of water. If field terrain prevents the water from being placed as close as possible to the workers, bottled water or personal water containers will be made available, so that workers can have drinking water readily accessible.
- ➢ All water containers will be kept in sanitary condition. Water from non-approved or non-tested water sources (e.g., untested wells) is not acceptable. If hoses or connections are used, they must be governmentally approved for potable drinking water systems, as shown on the manufacturer's label.
- ➢ Workers will be reminded daily of the location of the water coolers and of the importance of drinking water frequently. When the temperature exceeds or is expected to exceed 80 degrees Fahrenheit, brief tailgate meetings will be held each morning to review with employees the importance of drinking water, the number and schedule of water and rest breaks and the signs and symptoms of heat illness.
- ➢ When the temperature equals or exceeds 95 degrees Fahrenheit or during a heat wave, a pre-shift meeting before the commencement of work to encourage employees to drink plenty of water and remind employees of their right to take a cool-down rest when necessary will be conducted. Additionally, the number of water breaks will be increased.

Personal Protective Equipment

The Administrator or designee will determine the types of PPE that may be used to minimize heat stress after engineering controls and work practices have been implemented and workers are still exposed to heat stress hazards.

Reflective Clothing

Reflective clothing varies from aprons and jackets to suits that completely enclose the worker from neck to feet and can stop the skin from absorbing radiant heat. Because most reflective clothing does not allow air exchange through the garment, the reduction of radiant heat must more than offset the corresponding

loss in evaporative cooling. For this reason, reflective clothing should be worn as loosely as possible. In situations where radiant heat is high, auxiliary cooling systems can be used under the reflective clothing.

Wetted Clothing

Wetted clothing is effective when reflective or other impermeable protective clothing is worn. The clothing may be wetted terry cloth coveralls or wetted two-piece, whole-body cotton suits. This approach is effective under conditions of high temperature and low humidity where evaporation from the wetted garment is not restricted.

Shade Structures

➤ Shade structures will be opened and placed as close as practical to the workers when the temperature equals or exceeds 80 degrees Fahrenheit. When the temperature is below 80 degrees Fahrenheit, access to shade will be provided promptly when requested by an employee.
Note: The interior of a vehicle may not be used to provide shade unless the vehicle is air-conditioned and the air conditioner is on.

➤ Enough shade structures will be available at the site to accommodate all the employees who are on a break at any point in time. During meal periods there will be enough shade for all of the employees who choose to remain in the general area of work or in areas designated for recovery and rest periods.

➤ Workers will be informed daily of the location of the shade structures and will be encouraged to take a five-minute cool-down rest in the shade.

➤ Shade structures will be relocated to follow along with the crew and they will be placed as close as practical to the employees, so that access to shade is provided at all times. All employees on a recovery, rest break or meal period will have full access to shade so they can sit in a normal posture without having to be in physical contact with each other.

PROCEDURES FOR HANDLING A HEAT WAVE:

"Heat wave" means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

➤ During a heat wave or heat spike, the work day will be cut short or rescheduled

➤ During a heat wave or heat spike, and before starting work, tailgate meetings will be held to review the District's heat illness prevention procedures, the weather forecast and emergency response. In addition, if schedule modification are not possible, workers will be provided with an increase of number of water and rest breaks and will be observed closely for signs and symptoms of heat illness.

EMERGENCY RESPONSE

The Administrator or designee will implement the following emergency response procedures for the type of heat stress indicated.

Heat Stroke

If a worker shows signs of possible heat stroke, professional medical treatment will be obtained immediately. The supervisor or co-workers will take the following steps to treat a worker with heat stroke:

1. Call 911 and notify the supervisor.
2. Move the sick worker to a cool, shaded area.
3. Cool the worker using methods such as soaking his or her clothes with water, spraying, sponging, or showering him or her with water, and fanning his or her body.

The worker should be placed in a shady area and the outer clothing should be removed. The worker's skin should be wetted and air movement around the worker should be increased to improve evaporative cooling until professional methods of cooling are initiated and the seriousness of the condition can be assessed. Fluids should be replaced as soon as possible. The medical outcome of an episode of heat stroke depends on the victim's physical fitness and the timing and effectiveness of first-aid treatment. Regardless of the worker's protests, no employee suspected of being ill from heat stroke should be sent home or left unattended unless a physician has specifically approved such an order.

Heat Exhaustion

Heat exhaustion responds readily to prompt treatment. A worker suffering from heat exhaustion should:

- Rest in a cool, shaded, or air-conditioned area.
- Drink plenty of water or other cool, nonalcoholic beverages.
- Take a cool shower, bath, or sponge bath.

Workers suffering from heat exhaustion will be removed from the hot environment and given fluid replacement. They will also be encouraged to get adequate rest.

Heat Syncope (Fainting)

Workers who exhibit signs of heat syncope will be instructed by a supervisor or co-workers to:

- Sit or lie down in a cool place when they begin to feel symptoms.
- Slowly drink water, clear juice, or a sports beverage.

Heat Cramps

Workers with heat cramps should:

- Stop all activity, and sit in a cool place.

- Drink clear juice or a sports beverage.
- Not return to strenuous work for a few hours after the cramps subside, because further exertion may lead to heat exhaustion or heat stroke.
- Seek medical attention if the worker has heart problems, the worker is on a low-sodium diet, or the cramps do not subside within one hour.

Heat Rash

Workers experiencing heat rash will be treated according to the following procedures:

- Directed to work in a cooler, less humid environment when possible.
- Keep the affected area dry.
- Use dusting powder to help increase comfort.

TRAINING

Supervisors:

Supervisors will be trained on their responsibility to provide water, shade, cool-down rests and access to first aid as well as employees' right to exercise their rights under this standard without retaliation.

Supervisors will be trained in appropriate first aid and/or emergency responses to different types of heat illness, and in addition, that heat illness may progress quickly from mild symptoms and signs to serious and life-threatening illness.

Supervisors will be trained on how to track the weather at the job site (by monitoring predicted temperature highs and periodically using a thermometer). Supervisors will be instructed on how weather information will be used to modify work schedules, to increase number of water and rest breaks or cease work early if necessary.

All employees who are exposed or potentially exposed to heat stress will receive training regarding heat stress-related injuries and illnesses and prevention measures at the time of assignment to work activities that involve hot conditions.

The following topics will be covered during safety training for heat stress:

- Knowledge of the hazards of heat stress, including environmental factors that might contribute to the risk of heat-related illness (temperature, humidity, radiant heat, air movement, conductive heat sources, workload activity and duration, and personal protective equipment)
- Recognition of predisposing factors, danger signs, and symptoms (e.g., age, degree acclimatization, medical conditions, consuming alcohol, caffeine use, nicotine use, and use of medications that affect the body's response to heat)
- The importance of frequent drinking of small quantities of water

- The importance of shade and cool down break
- Awareness of first-aid procedures for heat stroke and other heat stress-related illnesses
- The procedure for reporting signs and symptoms of heat-related illness in themselves and co- workers
- Employee and supervisors responsibilities in avoiding heat stress
- Use of protective clothing and equipment, including the importance of removing heat-retaining PPE, such as non-breathable chemical resistant clothing, during breaks
- First aid and other emergency response procedures

Refresher Training

Personnel covered by this Plan will receive refresher heat stress training at least once per year, and whenever there is a change in work assignment or hot conditions, or when a new heat source is introduced to a work area.

Recordkeeping

Heat stress-related illnesses that are relieved by first aid and do not require additional medical treatment will not be recorded in injury and illness records.

Heat stress-related illnesses that require medical treatment beyond first aid will be recorded as an illness or injury and illness record keeping forms. For example, the administration of fluids by intravenous injections is record-able as medical treatment, and more serious cases of heat disorders involving such injections will be entered into the injury and illness records. In addition, any diagnosis by a physician or other licensed healthcare professional of heat syncope (fainting due to heat) will be recorded.

Morgan Hill Unified School District

Injury and Illness Prevention Program

Addendum C-19

Corona Virus Disease

COVID-19

SCCSIG
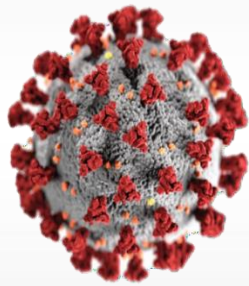
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Centers for Disease Control and Prevention
California Division of Occupational Safety and Health

Morgan Hill Unified School District

What is Corona Virus Disease (COVID-19)

On February 11, 2020 the World Health Organization announced an official name for the disease that is causing the 2019 Novel Corona Virus outbreak, first identified in Wuhan China. The new name of this disease is Corona Virus disease 2019, abbreviated as COVID-19.[1]

There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a Novel (or new) Corona Virus that has not previously been seen in humans. The name of this disease was selected following the World Health Organization's (WHO) best practice for naming of new human infectious diseases.[1]

Corona Virus Disease 2019 (COVID-19) - How Does the Virus Spread?

The virus that causes COVID-19 is thought to spread mainly from person to person through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths and/or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).[2]

COVID-19 seems to be spreading easily and sustainably in the community (community spread) in many affected geographic areas. Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.[2]

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. This is not thought to be the main way the virus spreads, but the Center for Disease Control and Prevention (CDC) is still learning more about how this virus spreads.[2]

Injury and Illness Prevention Program (IIPP)

California employers are required to establish and implement an Injury and Illness Prevention Program (IIPP) to protect employees from workplace hazards, including infectious diseases.
Employers are required to determine if COVID-19 infection is a hazard in their workplace. If it is a workplace hazard, then employers must implement infection control measures, including applicable and relevant recommendations from the CDC. For most California workplaces, adopting changes to their IIPP is mandatory since COVID-19 is widespread in the community.[3]

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Corona Virus Disease(COVID-19)
Injury and Illness Prevention Program - Addendum

Introduction

The Morgan Hill Unified School District (District), through its administration and management, is committed to the safety and health of all employees, including volunteers, and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. By making safety a high priority for every employee, the District can reduce injuries and illness, increase productivity and promote a safer and healthier work environment.

This addendum to the District's Injury and Illness Prevention Program is a framework applicable during the current (COVID-19) public health emergency. The protocols that are outlined in this document are a phased approach and will be modified based on the ongoing and updated guidance from the CDC, state and local public health agencies, and District operations.

The addendum is not applicable to non-volunteer parents, students, and third-parties that may enter or conduct business at the Morgan Hill Unified School District facilities.

This Injury and Illness Prevention Program addendum (COVID-19) was reviewed, modified and approved by the Superintendent's and it's appropriate staff members.

The School District hereby assigns responsibility for implementing and maintaining the Injury and Illness Prevention Program addendum (COVID-19) to the current and acting Risk Manager for the District.

Essential Infection Prevention Measures – General Statement

1. The District supports the use of video and/or telephonic meetings, and the establishment of guidelines for maintaining a distance of at least 6 feet between persons, whenever possible.[3]

2. The District supports the distribution of posters (11"x 17") to each school and work location to be displayed in common areas that provide physical distancing guidelines.

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Essential Infection Prevention Measures – District Strategies

The District, to the extent possible, will implement the following guidelines to mitigate employee exposure to the Corona Virus disease (COVID-19) in the workplace.

1. Encourage sick employees to stay home.[3]

2. If identified at work and upon notification to a supervisor or administrator that an employee is showing symptoms related to COVID-19, send employee home or to medical care, as needed.[3]

3. Follow public health agency recommendations regarding the prearrangement of office and workplace furniture in keeping with current physical distancing guidelines.

4. To the extent supplies are in stock and readily available for distribution, employees will have access to appropriate hygiene products in the workplace.[3]

5. Encourage employees to use their own face covers. Face coverings (cloth face cover; face shield; mask) should be worn whenever a District employee comes within 6 feet of others.[4] The face covering requirement does not apply to employees who have trouble breathing or who have a medical or mental health condition that prevents the use of a face covering.[4]

   Cloth face coverings are not Personal Protective Equipment (PPE), but combined with physical distancing of at least 6 feet, they may help prevent infected persons without symptoms from unknowingly spreading COVID-19.[3]

6. Place signs and/or instructions in common areas (e.g., front reception area, school office, public common areas, etc.) to help manage physical distancing and provide other COVID-19 infection prevention information to the general public who may enter upon school grounds and buildings.

Essential Infection Prevention Measures – Employee Responsibility

During this COVID-19 public health emergency, District employees have a collective responsibility to ensure the protection of all people in the workplace by staying abreast of current public health guidelines to mitigate exposure to the Corona Virus disease (COVID-19).

1. Employees are required each workday to self-screen at home for COVID-19 symptoms prior to leaving the home for their shift. Employees should follow the CDC guidelines for self- screening at https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html.[8]

   An employee should stay home if they are sick, follow public health agency guidelines, and contact their administrator or supervisor.

2. Employees who are out ill with fever or acute respiratory symptoms that affect normal breathing who have not been tested for the COVID-19 virus or who have tested negative for the COVID-19 virus, should consult with their physician before physically returning to work.

3. Employees who test positive for the COVID-19 virus should <u>not</u> return to work until the following occurs:
   - ✓ At least three full days pass with no fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms; and
   - ✓ At least 10 days pass since the symptoms first appeared[3]; and
   - ✓ Provide a medical release to the District before physically returning to work.

4. Employees who return to work following an illness should promptly report any recurrence of symptoms to their immediate supervisor.[3]

5. Employees should practice physical distancing by using video or telephonic meetings as much as practicable, and maintaining a distance of at least 6 feet between persons at the workplace when possible.[3]

6. Employees should avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If employees must share workspaces, clean and disinfect shared workspaces and work items before and after use.[3]

7. Employees should wash hands with soap and water for at least 20 seconds and/or use hand sanitizer after interacting with other persons and after contacting shared surfaces or objects.[3]

8. Employees should cover coughs and sneezes and avoid touching eyes, nose, and mouth with unwashed hands.[3]

9. Employees should avoid sharing personal items with coworkers (i.e., dishes, cups, utensils, towels).[3]

10. Employees should notify their administrator or supervisor if any washing facilities do not have an adequate supply of suitable cleansing agents, water and single-use towels or blowers.

11. No employee shall bring cleaning products and/or disinfectants into the workplace that have not been approved by the Administrator of Operations.

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Personal Protective Equipment (PPE)

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on the updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

Identification of High Traffic – High Touch Common Areas

The District recognizes that high traffic – high touch common areas in the workplace need, to the extent possible, cleaning and disinfecting to limit the spread of the COVID-19 virus.

The District will assign personnel and establish routine schedules to clean and disinfect common surfaces and objects in the workplace. This includes, but is not limited to, classroom technology devices, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, portable restroom and bathroom surfaces, and trash cans.

The process of disinfecting includes providing disinfecting products, that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time.)

District Response - Confirmed or Suspected COVID-19 Case

The District will consult with the CDC, state health care agencies, and the County Health Care Agency to ensure mitigation practices and response protocols are aligned with current expectations as information about the COVID-19 virus continues to be examined and understood.

Confirmed COVID-19 Case

The CDC recommends that persons directly exposed to an individual who has tested positive or been diagnosed with COVID-19 should self-quarantine for 14 days (see table below).

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Person Exposed	**Exposure to**	**Recommended Precautions**
▪ Household member[5] ▪ Intimate partner[5] ▪ Individual providing care in a household without using recommended infection control precautions[5] ▪ Individual who has had close contact (less than 6 feet) for a prolonged period of time (15 or more minutes)[5]	▪ Person with symptomatic COVID-19 during the period from 48 hours before symptoms onset until 72 hours after symptoms recovery[5]	▪ Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times[5] ▪ Self-monitor for COVID-19 symptoms[5] ▪ Avoid contact with people at higher risk for severe illness[5]

If an employee is <u>confirmed</u> by medical verification to have the COVID-19 infection, the District will inform immediate coworkers of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).[3]

<u>Cleaning and Disinfecting – Confirmed COVID-19 Case</u>

1. Temporarily close the general area where the infected employee worked until cleaning is completed.[3]

2. If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours <u>or</u> as long as practical before cleaning and disinfecting the area.[6]

3. Conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms and travel areas, with a cleaning agent approved for use by the EPA against the Corona Virus.[3]

4. District custodian personnel cleaning the area should be equipped with the proper personal protective equipment for COVID-19 disinfection (disposable gown, gloves, eye protection, or mask, if required).[3]

<u>Suspected COVID-19 Exposure</u>

In a case where an employee knew that they have been in <u>close contact</u> with a person who may have contracted the COVID-19 infection, the employee should self-quarantine in their home or another residence until 14 days from the last date that they were in close contact with that person.[4]

Close contact refers to any person who has been within 6 feet of a potential infectious COVID- 19 person for 15 minutes or more.[4] The employee suspected of being exposed to the COVID-19 infection should, as soon as practical, corroborate the COVID-19 exposure by medical verification.

Communication

Communication between employees and the Morgan Hill Unified School District on matters relating to COVID-19 mitigation and response is an important aspect to ensure employee safety while in the workplace. Therefore, the District has a communication system through the District Leadership Team and Risk Management. Insurance that is intended to accomplish clear and concise exchange of information by providing a single point of contact for administrators and supervisors.

1. All District employees are encouraged to report to their immediate administrator or supervisor concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace.

2. Administrators and supervisors who, after assessing the report, determine that additional guidance or assistance is required shall contact the their immediate supervisor or the Risk Management lead who will triage the report and notify essential District personnel for an appropriate response.

Employee Training

The District will provide training in the general description of COVID-19, symptoms, when to seek medical attention, how to prevent its spread, and the employer's procedures for preventing its spread at the workplace. The training may consist of reviewing written documentation, online video trainings and/or acknowledge receipt of the District's COVID-19 Injury and Illness Prevention Program addendum.

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References

1. *Corona Virus Disease 2019 Basics*. Centers for Disease Control and Prevention (May 12, 2020). https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Coronavirus-Disease-2019-Basics

2. *How Does the Virus Spread*? Centers for Disease Control and Prevention (March 23, 2020). https://faq.coronavirus.gov/spread/how-does-the-virus-spread/

3. *Cal/OSHA Interim General Guidelines on Protecting Workers from COVID-19.* State of California – Department of Industrial Relations (May 14, 2020). https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html

4. *New Amended Orders and Strong Recommendations of the County of Orange Health Officer.* Orange County Health Care Agency (June 11, 2020). https://occovid19.ochealthinfo.com/article/oc-health-officers- orders-recommendations

5. *Public Health Recommendations for Community-Related Exposure*. Centers for Disease Control and Prevention (March 30, 2020). https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html

6. *CDC Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again.* Centers for Disease Control and Prevention (May 2020). https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf#page=45

7. *Cleaning and Disinfection for Community Facilities*. Centers for Disease Control and Prevention (May 27, 2020). https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

8. *COVID-19 Industry Guidance: Office Workspaces.* California Department of Public Health (May 12, 2020). https://covid19.ca.gov/pdf/guidance-office-workspaces.pdf

SCCSIG

MORGAN HILL UNIFIED SCHOOL DISTRICT

RE: Cal/OSHA Board Adopts Emergency Regulations Regarding COVID-19

Effective November 30, 2020.

SCCSIG Joint Pool Association Members,

On November 19, 2020, pursuant to emergency rulemaking authority, the California Occupational Safety and Health Standards Board ("OSHSB") adopted **temporary regulations** regarding measures that all employers must undertake in order to prevent the spread of COVID-19 in the workplace ("emergency regulations").

The emergency regulations take effect today, November 30, 2020, and apply to all employers and places of employment, with very limited exceptions (such as businesses where all employees work remotely, or only one employee is employed who does not have contact with others). Therefore, schools and colleges must take immediate action to ensure that their policies and practices conform to and comply with the new regulations. Most significantly, employers must prepare, implement, and maintain a written COVID-19 Prevention Program ("CPP"), as described below.

The emergency regulations supplement general and industry-specific guidance that the Division of Occupational Safety and Health ("Cal/OSHA") has provided since the beginning of the present public health emergency.

Preamble
This is a fillable template that the District may complete to ensure compliance with the COVID-19 Emergency Temporary Standard. Instructions in blue font enclosed in brackets indicate where to enter worksite-specific information. Additional editing will be warranted, as needed, to ensure the written program is customized to actual workplace conditions and characteristics.

With very few exceptions, all employers and places of employment including public schools are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)).

California Public School Districts are not required to use this specific CPP, they may create their own program or use another CCP template from another resource. Districts can also create a written CCP by incorporating this program into their existing Injury and Illness Prevention Program (IIPP), if desired. We encourage the Districts to engage with employees in the design, implementation and evolution of their COVID-19 Prevention Program.

Using this CPP alone does not ensure compliance with the emergency temporary standards. To use this CPP effectively, the person(s) responsible for implementing the CPP should carefully review the following on a regular basis for updates, alerts, amendments and new regulations as they may develop, change or be modified:

All of the required elements within your CPP can be referenced in the following CCR, Title 8 sections:

- 3205, COVID-19 Prevention

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- 3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks
- 3205.2, Major COVID-19 Outbreaks
- 3205.3, Prevention in Employer-Provided Housing
- 3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work
- The four **Additional Considerations** provided at the end of this program to see if they are applicable to your workplace.

The additional guidance materials available at the following links…

- www.dir.ca.gov/dosh/coronavirus/
- https://www.sccsig.org/
- https://www.keenan.com/COVID-19
- http://ascip.org/covid-19/
- https://www.sccgov.org/sites/covid19/Pages/home.aspx
- https://www.sccoe.org/reopening-schools/Pages/default.aspx
- https://www.cdc.gov/coronavirus/2019-nCoV/index.html

Note: It is recommended that your CPP become part of your IIPP (Injury Illness Prevention Plan).

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CPP

COVID-19 Prevention Program

What is Corona Virus Disease (COVID-19)

On February 11, 2020 the World Health Organization announced an official name for the disease that is causing the 2019 Novel Corona Virus outbreak, first identified in Wuhan China. The new name of this disease is Corona Virus disease 2019, abbreviated as COVID-19.

There are many types of human coronaviruses including some that commonly cause mild upper respiratory tract illnesses. COVID-19 is a new disease, caused by a Novel (or new) Corona Virus that has not previously been seen in humans. The name of this disease was selected following the World Health Organization's (WHO) best practice for naming of new human infectious diseases.

How Does the Virus Spread (COVID-19)?

The virus that causes COVID-19 is thought to spread mainly from person to person through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths and/or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).

COVID-19 seems to be spreading easily and sustainably in the community (community spread) in many affected geographic areas. Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. This is not thought to be the main way the virus spreads, but the Center for Disease Control and Prevention (CDC) is still learning more about how this virus spreads.

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COVID-19 Prevention Program (CPP) for **MORGAN HILL UNIFED SCHOOL DISTRICT (MHUSD)**

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: December 9, 2020

Authority and Responsibility

Anessa Espinosa, Director of Facilities and Noel Weeks Santa Clara County Health Department COVID Coordinator have overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- Create site-level Safety Teams
- Conduct site audit to review/resolve the procedures and processes on this checklist
- Based on site audit, create a list of needed items to ensure compliance with safety measures

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by participating on a local site safety team and by conducting recommended health screening for students and staff (form attached).

Employee screening

Employees will self-screen and take their temperature before entering the facility according to CDPH guidelines. Touchless thermometers are provided at each workplace front office.

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Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

The Health & Safety Task Force has created a list to be used by the Site Safety Teams to ensure safe and healthy work conditions, practices and procedures are being met based on the MHUSD's School Site Safety Measure Checklist (attached).

Control of COVID-19 Hazards

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

Arrival/departure

- Buses-ensure appropriate unloading procedures (front of bus to back of bus, on individual at a time) to allow for distancing.

- Utilize as many entrances and exits on campus as can be supervised appropriately to decrease crowding at entry and exit points. Campuses remain closed except to students and staff. Access points are only open for student and staff entrance at the start of the day and open for student and staff exit at the end of the day.

- Designate routes for entry and exit and create clear signage and directional arrows.

- Instruct drivers to remain in their vehicles when dropping off or picking up students. When in-person drop-off is needed, a single parent or caregiver will call the front office for instructions on how to proceed. Offices are closed for walk-in assistance; however, phone numbers are posted on the front door so that a visitor can call to request curbside assistance.

- Mark spaces six feet apart for students waiting outside to be picked up. Ensure release times allow for each cohort to wait for pickup appropriately distanced from one another.

- Provide supervision to disperse student gatherings and ensure distancing during school arrival and departure.

- Train those supervising to encourage students and any accompanying adults to engage in safe behaviors, including wearing a face covering and staying six feet apart from others while traveling to school.

- Provide marks on the ground six feet apart where students can stay distanced while waiting for school to begin and end each day.

- Check bicycle racks and add signage or block areas to encourage maintaining distance from each other.

Classroom setting

Elementary schools

- Students will be screened prior to entry on campus and will remain six feet apart from others as they

proceed to their classrooms.

- Ensure cohorts of students and staff remain stable for the entire school day while on campus.
- Review schedules, including recess and lunch to ensure students do not mix with other stable classroom cohorts.
- Space student desks at least six feet apart.

Middle and High schools

- Space student desk at least six feet apart.

All Schools

- Class sizes should be only the size which would allow for maintaining six feet apart of desks when indoors.
- Distance teacher and staff desks at least six feet away from students' desks to minimize the risk of adult-to-child and child-to-adult disease transmission.
- Assign stable seating arrangements for students to ensure that close contacts within classrooms are minimized and easily identifiable.
- Consider moving classrooms or other activities to outdoor spaces and other larger spaces to allow for greater distancing between students.
- Train staff and students to maintain at least six feet of distance from each other.
- Instruct staff to leave windows and doors, if possible open during occupancy.
- Remove or mark for non-use furniture and equipment in the classroom to facilitate six feet of distancing and to reduce high-touch surfaces.
- Student desks face same direction (not facing each other).
- Ensure adequate supplies to eliminate need for sharing of high-touch materials (art supplies, equipment, electronic devices, etc.) or limit use of supplies and equipment to one group of students at a time and clean and disinfect between uses.
- Verify a system to keep students' belongings separate so that students do not come in contact with other students' belongings.
- Place markings on classroom floors to facilitate physical distancing and ensure desks remain in place.
- All staff has been informed to reach out to the front office if classroom cleaning and disinfecting supplies are running low: hand sanitizer, paper towels, disinfecting spray, soap for classrooms with sinks.

Non-Classroom setting

- Staff Break Rooms, Offices and Workspaces are modified to avoid gathering (stack chairs, maximum

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occupancy signs, six feet distance between seated workstations).

- Restrooms: Ensure certain groups of students assigned to use certain restrooms and that adequate supervision of restrooms to avoid congregation and maintain physical distancing.

- Libraries: Closed until further notice, but individual teachers may select materials for classroom use.

- Cafeterias: Serve meals in classrooms or outdoors, instead of cafeterias.

- Physical Education, Playgrounds and Recess: Conduct activities outdoors with appropriate physical distancing within cohorts. Hold outdoor activities in separated areas designated by class and/or staggered throughout the day, in favor of physical activities that require less contact with surfaces and allow for physical distancing by placing markings on the ground.

- Follow latest CDC guidance regarding opening or closing of playgrounds.

- Cohort based supervision while out at recess and lunch (elementary).

- Ensure to schedule staff supervision to ensure social distancing (playgrounds, eating areas, restrooms)

- Create small-sized first aid kits for yard supervisors to carry that include: hand sanitizer, face coverings, gloves.

- Lockers: Eliminate use of all lockers.

- Hallways: Create schedules or procedures for movement through hallways to avoid crowding. Examples: stagger passing times or establish designated one-way walking/passage areas.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Students and staff are required to have their own face covering. Should a student and/or staff member come without one or it's lost during the day, a face covering will be provided in the office.

- Create expectations and provide training that everyone must wear a face covering at all times while on campus.

- Face coverings must be worn during indoor physical conditioning and training or physical education classes. Activities that require heavy exertion may be conducted outside in a physically distanced manner without face coverings. Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering. Students should take a break from exercise if any difficulty in breathing is noted and should change their face covering if it becomes wet and sticks to the student's face and obstructs breathing.

- Identify students who may be excluded from face covering requirement, including: (1) anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without

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assistance and (2) students with special needs who are unable to tolerate a face covering, as approved by SPED Director and team. Each site shall explore accommodations, including remaining in distance-learning, for students unable to safely wear a face covering.

- Post age-appropriate signage and place signs at appropriate height for the little ones in high visibility areas to remind students and staff that face coverings are required.

- Create a communication plan to all staff and families regarding expectations for use of face coverings at school and how to wash them.

- Create age-appropriate brief lessons to educate students on the rationale and proper use of face coverings.

- Parents should be reminded to send an additional clean mask with the child each day.

- Ensure that plastic face shields have been ordered and are on-site for any staff member who requests to wear a clear face shield in addition to their face covering.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis, including an accommodation to work remotely with verification by physician of necessity to keep face uncovered.

- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart. Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:
- Circumstances where the amount of outside air needs to minimized due to other hazards, such as heat and wildfire smoke.
- Where it is possible. increase filtration efficiency to the highest level compatible with the existing ventilation system.
- Increase the number of filter changes throughout the year.
- HVAC units will go on at least one hour before school begins and remain on at least one hour when school ends for the day.
- Allow for doors and windows to remain open when students are present.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

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- Ensuring adequate supplies are available for each site.

- Spray disinfectant and paper towels are available for each classroom and office space in order to regularly disinfect (at least daily) frequently touched hard spaces pursuant to CDC guidance (tables, desks, chairs, door handles, light switches, phones, copy/fax machines, restroom surfaces and playground equipment).

- Remove cloth and porous surface items that are difficult to clean and disinfect (pillows, rugs, bean bag chairs, etc.).

- Daily sanitizing of all classrooms and restrooms. Sanitizing may include the use of electrostatic sprayers.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- Notify Noel Weeks, District's Santa Clara County Department of Health COVID Coordinator weeksn@mhusd.org.
- Communicate that parents/guardians must notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive.
- Upon the site receiving notification that a staff member or student has tested positive for COVID-19 or been in close contact with someone who has, contact Noel Weeks and Human Resources IMMEDIATELY.
- Students/staff who test positive and have completed isolation requirements as recommended by COVID Coordinator Noel Weeks, do not require a medical note or a negative test prior to returning to school/work.

PPE must not be shared, e.g., gloves, goggles and face shields etc.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by using the spray disinfectant and paper towels provided to each classroom and wipe down all surfaces and/or items after each use.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Create brief age-appropriate lessons (video, home room, PA, etc.) to teach and reinforce proper handwashing and sanitizing techniques.

- Post age-appropriate signage and place signs at appropriate height for the little ones in high visibility areas to remind students and staff of proper handwashing techniques.

- Free-standing handwashing stations will be installed around the campus.

- Ensure adequate supplies at each sink including soap and paper towels.
- Ensure hand sanitizer is available in high traffic locations for staff and student use. Staff and students should use hand sanitizer whenever entering and exiting the classroom or office space.

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- Create hand washing or sanitizing protocols for al transitions (arrival, entering class, after recess/lunch, returning from restroom, etc.)
- Encouraging and allowing time for employee handwashing.
- Encouraging employees to wash their hands for at least 20 seconds each time.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the Appendix C: Investigating COVID-19 Cases form.

Employees who had potential COVID-19 exposure in our workplace will be:

- Offered COVID-19 testing information locations.
- Contacted by COVID Coordinator Noel Weeks for each suspected or confirmed case of COVID. All guidance regarding isolation, quarantining, and returning will be directed by her.
- Communicate with students and staff that they will need to get tested or provide a note from a medical provider after they develop one or more COVID-19 symptoms OR if one of their household members or non-household close contacts tested positive for COVID-19.
- Contact Human Resources for information regarding leave benefits.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Symptoms and possible hazards should be reported to site administration/office staff and Noel Weeks.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Human Resources will send regular communications to all employees with information on obtaining free COVID-19 testing. Staff and students can also contact their health care provider for locations.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. The District is working with Santa Clara Schools Insurance Group to administer self-testing.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-

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19 policies and procedures.
- The District is emailing all staff and/or individual staff members for any updates, outbreaks and/or changes that the Santa Clara County Health Department is issuing.

Notification Requirements

AB 685 — Notice Obligations for COVID-19 Exposures in the Workplace and Cal/OSHA Enforcement Changes (Effective Jan. 1, 2021)

AB 685 prescribes notice requirements on employers in the event of a COVID-19 exposure in the workplace, enhances reporting requirements to local health authorities in the event of a COVID-19 outbreak, and expands the Division of Occupational Safety and Health of California's (Cal/OSHA) authority to shut down worksites deemed to be an "imminent hazard" due to COVID-19 and issue "serious violation" citations.

Under AB 685, private and public employers who receive notice of a potential exposure to COVID-19 must do the following within one business day:

- Provide written notice to all employees, and the employers of subcontracted employees, who were on the premises at the same worksite as the "qualifying individual"2 within the infectious period that they may have been exposed to COVID-19.
- Provide written notice to the exclusive representative (union), if any, of the employees above.
- Provide all employees who may have been exposed and their exclusive representative, if any, with information regarding COVID-19-related benefits to which they may be entitled, including but not limited to worker's compensation, COVID-19-related leave, and paid sick leave, as well as the employer's anti-discrimination and anti-retaliation policies.
- Provide notice to all employees, the employers of subcontracted employees, and the exclusive representative, if any, of the disinfection and safety plan that the employer plans to implement and complete, per CDC guidelines.

The written notice provided to employees may include, but is not limited to, personal service, email or text message if it can reasonably be anticipated to be received by the employee within one business day of sending and shall be in both English and the language understood by the majority of the employees.

AB 685 also imposes reporting obligations on employers who are notified of a COVID-19 outbreak, as defined by the CA Department of Public Health. Within 48 hours of learning of the outbreak, employers must notify the local public health agency in the jurisdiction of the worksite of the names, number, occupation and worksite of qualifying individuals, as well as the employer's business address and NAICS code of the worksite where the qualifying individuals worked. Following the reporting of an outbreak, the employer must continue to give notice to the local health department of any subsequent laboratory-confirmed cases of COVID-19 at the worksite.

The new law also adds a section to the Labor Code which specifically provides that Cal/OSHA can shut down or prohibit operations at a worksite when, in the opinion of Cal/OSHA, a worksite or operation "exposes workers to the risk of infection" of COVID-19 so as to constitute an imminent hazard. In addition, it eliminates the requirement that Cal/OSHA provide to the employer its notice of intent (1BY) to issue a "serious violation" citation for COVID-19 related hazards. This means that employers no longer have a "15-day window" to respond to the notice with evidence to support their defense before a citation can be issued. This provision of the bill will expire on January 1, 2023.

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This bill amends sections 6325 and 6432 of the Labor Code and adds section 6409.6 to the Labor Code

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- The District has created documents that have been shared with District staff which includes COVID exposure frequently asked questions, reopening school action plan, site health and safety check list and formed a Healthy Safety Task Force and Site Safety Teams.

Appendix D: COVID-19 Training Roster will be used to document broad communications and information sources.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace per CDC and public health guidance after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by through Human Resources and the applicable leave acts.
- Providing employees at the time of exclusion with information on how to best communicate with Human Resources regarding leave benefits.

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Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the Appendix C: Investigating COVID-19 Cases form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

The update IIPP/COVID 19 Plan has been approved by the Morgan Hill Unified School District Safety Committee with contributions from the District's Health & Safety Task Force.

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Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation:

Date:

Name(s) of employee and authorized employee representative that participated:

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

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Appendix B: COVID-19 Inspections

Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace.

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

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Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date:

Name of person conducting the investigation:

Employee (or non-employee*) name:		**Occupation (if non-employee, why they were in the workplace):**	
Location where employee worked (or non-employee was present in the workplace):		**Date investigation was initiated:**	
Was COVID-19 test offered?		**Name(s) of staff involved in the investigation:**	
Date and time the COVID-19 case was last present in the workplace:		**Date of the positive or negative test and/or diagnosis:**	
Date the case first had one or more COVID-19 symptoms:		**Information received regarding COVID-19 test results and onset of symptoms (attach documentation):**	

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Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):	

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:		
All employees who may have had COVID-19 exposure and their authorized representatives.	**Date:**	
	Names of employees that were notified:	
Independent contractors and other employers present at the workplace during the high-risk exposure period.	**Date:**	
	Names of individuals that were notified:	

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Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		**What could be done to reduce exposure to COVID-19?**	
Was local health department notified?		**Date:**	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

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Appendix D: COVID-19 Training/Communication/Resources Roster

Date:

Person that conducted the training:

Communication/Resource	Date/Location	Person Responsible

Note: Additional copies of this sheet may be necessary.

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Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide information for free COVID-19 testing to all employees who have been exposed in the workplace. COVID-19 testing will be provided at no cost to employees.
- COVID-19 testing consists of the routine screening as well as recommended testing following a possible exposure. We will provide information on testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP Exclusion of COVID-19 Cases and Return to Work Criteria requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP Investigating and Responding to COVID-19 Cases.

COVID-19 investigation, review and hazard correction

In addition to our CPP Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- **Investigation of new or unabated COVID-19 hazards including:**
  - Leave policies
  - COVID-19 testing
  - Insufficient outdoor air
  - Insufficient air filtration
  - Lack of physical distancing

- **Updating the review:**
  - Every thirty days during the pandemic
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.

- **Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:**
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.

○ Improving air filtration.
○ Increasing physical distancing as much as possible.
○ Respiratory protection.

Notifications to the local health department

• Immediately, but no longer than 24 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
• We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Additional Consideration #2

Major COVID-19 Outbreaks

This section applies to the Morgan Hill USD should the workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2 for details.

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

We will provide regular information about COVID-19 testing to all employees, with specific notices going out to those present at an exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP Exclusion of COVID-19 Cases and Return to Work Criteria, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP Investigating and Responding to COVID-19 Cases and comply with Santa Clara County Public Health reporting guidelines for schools.

COVID-19 hazard correction

In addition to the requirements of our CPP Correction of COVID-19 Hazards, we will take the following actions:

• In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum

Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department.

Additional Consideration #3

COVID-19 Prevention in Student Provided Transportation to and from campus

Assignment of transportation

We will prioritize shared transportation assignments in the following order:
- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

Physical distancing and face coverings

We will ensure that the:
- Physical distancing and face covering requirements of our CPP Physical Distancing and Face Coverings are followed for employees waiting for transportation.
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP Face Coverings.

Screening

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and disinfecting

We will ensure that:

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- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

Ventilation

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand hygiene

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

MHUSD School Site Safety Measure Checklist

The Health & Safety Task Force worked to create a checklist that can be used by local site Safety Teams to ensure that safety measures are in place prior to bringing students back to school buildings.

This document guides school reopening throughout the county: Reopening of Santa Clara County K-12 Schools for the 2020-21 School Year

District-level Steps Taken: The District has a baseline for safety measures at ALL buildings, and most of these have already been audited/verified by walk-through teams led by Noel Weeks, our COVID Coordinator. These items are:

- Signage (face coverings, symptoms, handwashing, physical distancing)
- Sanitizer (readily available in all offices, classrooms, and other meeting areas throughout building)
- PPE (face masks and face shields)
- Non-touch thermometers (each site/building for symptom screening)
- Clear barriers in front office spaces (in higher traffic area)
- Disinfectant spray/towels (available in each work area for frequent cleaning of high-touch surfaces)
- Free-standing hand-washing stations (to be installed once we have dates for students to return - one station per drinking fountain since water and drainage for these new stations will use existing water supplies)
- MERV 8/8A or 13 air filters (highest grade allowable by each site's HVAC system to maximize both filtration and air flow) changed at least quarterly (instead of annually), fans on HVAC systems turned on at least two hours prior to building occupancy and continue during occupancy to maintain air flow.

Site-level Steps to Be Taken:

- Create site-level Safety Teams (certificated, classified, administration)
- Conduct a site audit to review/resolve the procedures and processes on this checklist - each team will create processes specific to their site for each area of the checklist
- Based on site audit and team discussions, create a list of needed items to ensure compliance with safety measures. Each site will have designated COVID funds to purchase site agreed-upon items for their campus. Items for site-decisions may include, but not limited to, any of the following:
  - Stanchions and ropes/chains to create separations for lines

- Temporary paint for creating guides for social distancing
- Removable decals (directional arrows or social distancing guides)
- Portable plexiglass barriers for teachers
- Barriers/dividers for student tables
- Additional age-related signage

Physical Distancing

Arrival/departure

- ❑ Buses - ensure appropriate unloading procedures (front of bus to back of bus, one individual at a time) to allow for distancing
- ❑ Utilize as many entrances and exits on campus as can be supervised appropriately to decrease crowding at entry and exit points. Campuses remain closed except to students and staff. Access points are only open for student and staff entrance at the start of the day and open for student and staff exit at the end of the day.
- ❑ Designate routes for entry and exit and create clear signage and directional arrows
- ❑ Instruct drivers to remain in their vehicles when dropping off or picking up students. When in-person drop-off or pick-up is needed, a single parent or caregiver will call the front office for instructions on how to proceed. Offices are closed for walk-in assistance; however, phone numbers are posted on the front door so that a visitor can call to request curbside assistance.
- ❑ Mark spaces six feet apart for students waiting outside to be picked up. Ensure release times allow for each cohort to wait for pickup appropriately distanced from one another.
- ❑ Provide supervision to disperse student gatherings and ensure distancing during school arrival and departure.
- ❑ Train those supervising to encourage students and any accompanying adults to engage in safe behaviors, including wearing a cloth face covering and staying six feet apart from others while traveling to school.
- ❑ Provide marks on ground six feet apart where students can stay distanced while waiting for school to begin and end each school day.
- ❑ Check bicycle racks and add signage or block areas to encourage maintaining distance from each other.

Classroom setting

Elementary schools

- ❑ Students will be screened prior to entry on campus and will remain six feet apart from others as they proceed to their classrooms.
- ❑ Ensure cohorts of students and staff remain stable for the entire school day while on campus.

- ❏ Review schedules, including recess and lunch, to ensure students do not mix with other stable classroom cohorts.
- ❏ Space student desks at least six feet apart.

Middle and high schools
- ❏ Space student desks at least six feet apart.

All schools
- ❏ Class sizes should be only the size which would allow for maintaining six feet apart of desks when indoors.
- ❏ Distance teacher and staff desks at least six feet away from students' desks to minimize the risk of adult-to-child and child-to-adult disease transmission.
- ❏ Assign stable seating arrangements for students to ensure that close contacts within classrooms are minimized and easily identifiable.
- ❏ Consider moving classrooms or other activities to outdoor spaces and other larger spaces to allow for greater distancing between students
- ❏ Train staff and students to maintain at least six feet of distance from each other.
- ❏ Instruct staff to leave windows, if possible, and doors open during occupancy.
- ❏ Remove or mark for non-use furniture and equipment in the classroom to facilitate six feet of distancing and to reduce high-touch surfaces.
- ❏ Student desks face same direction (not facing each other).
- ❏ Ensure adequate supplies to eliminate need for sharing of high-touch materials (art supplies, equipment, electronic devices, etc.) or limit use of supplies and equipment to one group of students at a time and clean and disinfect between uses.
- ❏ Verify a system to keep students' belongings separate so that students do not come in contact with other students' belongings.
- ❏ Place markings on classroom floors to facilitate physical distancing and ensure desks remain in place.
- ❏ All staff has been informed to reach out to the front office if classroom cleaning and disinfecting supplies are running low: hand sanitizer, paper towels, disinfecting spray, soap for classrooms with sinks.

Non-classroom setting
- ❏ Staff Break Rooms, Offices, and Workspaces are modified to avoid gathering (stacked chairs, maximum occupancy signs, 6 ft distance between seated workstations)

- ❏ Restrooms: Ensure certain groups of students assigned to use certain restrooms and that adequate supervision of restrooms to avoid congregation and maintain physical distancing.
- ❏ Libraries: Closed until further notice, but individual teachers may select materials for classroom use.
- ❏ Cafeterias: Serve meals in classrooms or outdoors, instead of cafeterias.
- ❏ Physical Education, Playgrounds, and Recess: Conduct activities outdoors with appropriate physical distancing within cohorts. Hold outdoor activities in separated areas designated by class and/or staggered throughout the day, in favor of physical activities that require less contact with surfaces and allow for physical distancing by placing markings on the ground.
- ❏ Follow latest CDC guidance regarding opening or closing of playgrounds
- ❏ Cohort based supervision while out at recess and lunch (elementary)
- ❏ Ensure schedule of staff supervision to ensure social distancing
  - ❏ Playgrounds
  - ❏ Eating areas
  - ❏ Restroom
- ❏ Face coverings must be worn during indoor physical conditioning and training or physical education classes. Activities that require heavy exertion may be conducted outside in a physically distanced manner without face coverings. Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering. Students should take a break from exercise if any difficulty in breathing is noted and should change their face covering if it becomes wet and sticks to the student's face and obstructs breathing.
- ❏ Create small-sized first aid kits for yard supervisors to carry that include hand sanitizer, face coverings, gloves, and, at secondary sites, feminine sanitary products included as well.
- ❏ Lockers: Eliminate use of book lockers to avoid unnecessary mixing and congregation of students in hallways.
- ❏ Hallways: Create schedules or procedures for movement through hallways to avoid crowding. Examples: stagger passing times or establish designated one-way walking/passage areas.

Hygiene Measures
Face coverings

- ❏ Create expectations and provide training that everyone must wear a face covering at all times while on campus, except while eating or drinking. For this requirement, face coverings provided from home are sufficient.
- ❏ Identify students who may be excluded from face covering requirement, including: (1) anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance and (2) students with special needs who are unable to tolerate a face covering, as approved by SPED Director and team. Each site shall explore accommodations, including remaining in distance-learning, for students unable to safely wear a face covering.
- ❏ Post age-appropriate signage and place signs at appropriate height for the little ones in high visibility areas to remind students and staff that face coverings are required
- ❏ Create a communication plan to all staff and families regarding expectations for use of face coverings at school and how to wash them.
- ❏ Create age-appropriate brief lessons (may be video announcement, home room, PA, etc) to educate students on the rationale and proper use of face coverings.
- ❏ Ensure that front office has available disposable face masks for students or staff who may need a replacement during the day .Parents need to be reminded to send one additional clean mask with their child each day.
- ❏ Ensure that enough plastic face shields have been ordered and are on-site for any staff member who requests to wear a clear face shield in addition to their face covering.

Handwashing
- ❏ Create brief age-appropriate lessons (video, home room, PA, etc) to teach and reinforce proper handwashing and sanitizing techniques
- ❏ Post age-appropriate signage and place signs at appropriate height for the little ones in high visibility areas to remind students and staff of proper handwashing techniques
- ❏ Free-standing handwashing stations installed once in-person instruction resumes
- ❏ Ensure adequate supplies at each sink (classroom, restroom, and free-standing handwashing stations) including soap, paper towels, and no-touch trash cans. Inform staff on process for reaching out to front office staff in classroom supplies are running low.
- ❏ Ensure hand sanitizer (with at least 60 percent ethyl alcohol) is available in numerous high traffic locations (office, classrooms, library, cafeteria, etc) for staff and students to use. Staff and students should use district provided hand sanitizer whenever entering and exiting the classroom.

❑ Create hand washing or sanitizing protocols for all transitions (upon arrival, entering class, after recess, lunch, returning from bathroom, etc.)

Cleaning/Disinfecting
 ❑ Spray disinfectant and paper towels available for each classroom and office space in order to regularly disinfect (at least daily) frequently touched hard surfaces pursuant to CDC guidance:
   ❑ Tables
   ❑ Desks
   ❑ Chairs
   ❑ Door handles
   ❑ Light switches
   ❑ Phones
   ❑ Copy and Fax machines
   ❑ Bathroom surfaces (toilets, countertops, faucets)
   ❑ Playground equipment
 ❑ Remove cloth and porous surfaces items that are difficult to clean or disinfect (pillows, rugs, bean bag chairs, etc.)
 ❑ Hand sanitizer available outside of the bathrooms
 ❑ Daily sanitizing of all classrooms and restrooms and other cleaning measures indicated by Facilities Dept

Food Service
 ❑ Ensure that "Grab n go," packaged, or sack lunch option is available for safe on-site distribution
 ❑ Review food distribution - distribute on different areas of campus to avoid crowding and/or stagger times of distribution
 ❑ Review areas on campus where students can safely eat - weather protected outdoor area, large indoor areas with room for distancing, and classrooms

Screening/Symptom Monitoring
The Health and Safety Task Force recommends that all staff and students are screened for temperature and symptoms daily before coming on campus, at each entry point to be determined by each site. Signs posted at all entrances instructing students, staff, and approved visitors not to enter campus if they have any COVID-19 symptoms, including fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, loss of taste or smell, nausea/vomiting or diarrhea.
 ❑ Review site's procedure for screening all students and staff for symptoms each day. [District-recommended method for screening; each site will monitor the daily screening]

- ❏ Ensure supply of contact-less thermometers and procedures for each entry point are developed, following the recommendations below:
    - ❏ Screenings will be conducted at cars during drop-off, prior to boarding the bus, or before entering campus for walkers. Families should not leave children at bus stops until they have been screened by MHUSD staff.
    - ❏ Each person measuring temperatures should wear appropriate PPE (facemask, clear face shield, and disposable gloves). When using a non-touch thermometer, gloves do not need to be changed between checks because no touching is involved
    - ❏ Each screening area will have large visible signage stating COVID symptoms that can be referred to by screeners and those being screened
    - ❏ Each student will answer yes/no to a list of posted COVID symptoms. With answers of "no" and a temperature below 100, each person screened will receive an indicator showing that they have been screened by a staff member, such as a stamp or paper bracelet.
- ❏ Communicate screening requirements to all staff and families; any student or staff with any identified COVID-19 symptoms and/or a temperature of 100.0 or higher; or who is experiencing COVID symptoms (sore throat/cough, headache, shortness of breath, nausea or vomiting, diarrhea) will be sent home immediately until testing and/or medical evaluation has been conducted.

Testing/reporting for COVID-19

Indications for testing: (consult with COVID Coordinator, Noel Weeks, for each suspected or confirmed case of COVID - All guidance regarding isolation, quarantining, and returning will be filtered through Noel Weeks as she is the coordinator with County Public Health)

- ❏ Communicate that students and staff will need to get tested or provide a note from medical provider after they develop one or more COVID-19 symptoms OR if one of their household members or non-household close contacts tested positive for COVID-19.

Positive test results:

- ❏ Communicate that parents/guardians and must notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
    - ❏ Upon site receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, contact Noel Weeks or Human Resources IMMEDIATELY.
- ❏ Students/staff who test positive and have completed isolation requirements as

Recommended by COVID Coordinator Noel Weeks, do not require a medical note or a negative test prior to returning to school/work.

Negative test results:

❑ Symptomatic individuals who are not close contacts and who test negative for COVID-19 can return to in-person school/work after at least 24 hours from fever resolution (if any) and improvement in other symptoms.

❑ Close contacts to a COVID-19 case who test negative can return to in-person school/work only after completion of 14 days of quarantine from last exposure.

❑ Documentation of negative test results must be provided to school Administration. In lieu of a negative test result, symptomatic individuals who are not close contacts may return to work/school with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.

❑ Train office staff to contact COVID Coordinator Noel Weeks for ALL suspected or confirmed cases of COVID-19 to receive appropriate guidance on isolation, quarantining, and other safety measures in accordance with latest County Public Health guidelines.

Recommended Health Screening for Students and Staff

In response to the COVID-19 pandemic and guidance issued by the Santa Clara County Public Health Department and as part of MHUSD's efforts to prevent the spread of COVID-19, we are performing this health screening and taking temperatures before entering our school site.

Student/Staff name: _____

Ask these questions. A person who answers "Yes" to any one of these questions must not be allowed to enter the school facility.

1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus? **If Yes – STAY HOME and seek medical care.**

2. Within the past 14 days, have you had close contact with someone who has been in isolation for COVID-19 or had a test confirming they have the virus? (Close contact is less than 6 feet for 15 minutes or more.) **If Yes – STAY HOME and seek medical care and testing.**

3. a. Have you had any one or more of these symptoms today or within the past 3 days?
   - Fever or chills
   - Cough
   - Loss of taste or smell
   - Shortness of breath or difficulty breathing
   If Yes – STAY HOME and seek medical care and testing.

   b. Have you had any one or more of these symptoms today or within the past 3 days and that are new or not explained by another reason?
   - Fatigue
   - Muscle or body aches
   - Headache
   - Sore throat
   - Nausea, vomiting, or diarrhea
   If Yes – STAY HOME and seek medical care and testing.

Temperature: _____ Student/staff may NOT be on campus if temperature is greater than 100.0 degrees F.

Staff: _____ **Date:** _____

Today's Date: _____

Student's Name: _____

Please check if student has ANY of these symptoms. If **ANY** symptoms are checked, student may **NOT** ride the bus.

- ☐ Fever
- ☐ Cough
- ☐ Shortness of breath/trouble breathing
- ☐ Chills
- ☐ Night sweats
- ☐ Sore throat
- ☐ Muscle/body aches
- ☐ New loss of taste or smell
- ☐ Headache
- ☐ Confusion
- ☐ Vomiting
- ☐ Diarrhea

- ☐ None

_____
Signature of parent/guardian or instructional staff member

Today's Date: _____

Student's Name: _____

Please check if student has ANY of these symptoms. If **ANY** symptoms are checked, student may **NOT** ride the bus.

- ☐ Fever
- ☐ Cough
- ☐ Shortness of breath/trouble breathing
- ☐ Chills
- ☐ Night sweats
- ☐ Sore throat
- ☐ Muscle/body aches
- ☐ New loss of taste or smell
- ☐ Headache
- ☐ Confusion
- ☐ Vomiting
- ☐ Diarrhea

- ☐ None

_____
Signature of parent/guardian or instructional staff member

Today's Date: _____

Student's Name: _____

Please check if student has ANY of these symptoms. If **ANY** symptoms are checked, student may **NOT** ride the bus.

- ☐ Fever
- ☐ Cough
- ☐ Shortness of breath/trouble breathing
- ☐ Chills
- ☐ Night sweats
- ☐ Sore throat
- ☐ Muscle/body aches
- ☐ New loss of taste or smell
- ☐ Headache
- ☐ Confusion
- ☐ Vomiting
- ☐ Diarrhea

- ☐ None

_____
Signature of parent/guardian or instructional staff member

Today's Date: _____

Student's Name: _____

Please check if student has ANY of these symptoms. If **ANY** symptoms are checked, student may **NOT** ride the bus.

- ☐ Fever
- ☐ Cough
- ☐ Shortness of breath/trouble breathing
- ☐ Chills
- ☐ Night sweats
- ☐ Sore throat
- ☐ Muscle/body aches
- ☐ New loss of taste or smell
- ☐ Headache
- ☐ Confusion
- ☐ Vomiting
- ☐ Diarrhea

- ☐ None

_____
Signature of parent/guardian or instructional staff member

Today's Date: _____

Student's Name: _____

Please check if student has ANY of these symptoms. If **ANY** symptoms are checked, student may **NOT** ride the bus.

- ☐ Fever
- ☐ Cough
- ☐ Shortness of breath/trouble breathing
- ☐ Chills
- ☐ Night sweats
- ☐ Sore throat
- ☐ Muscle/body aches
- ☐ New loss of taste or smell
- ☐ Headache
- ☐ Confusion
- ☐ Vomiting
- ☐ Diarrhea

- ☐ None

_____
Signature of parent/guardian or instructional staff member

Today's Date: _____

Student's Name: _____

Please check if student has ANY of these symptoms. If **ANY** symptoms are checked, student may **NOT** ride the bus.

- ☐ Fever
- ☐ Cough
- ☐ Shortness of breath/trouble breathing
- ☐ Chills
- ☐ Night sweats
- ☐ Sore throat
- ☐ Muscle/body aches
- ☐ New loss of taste or smell
- ☐ Headache
- ☐ Confusion
- ☐ Vomiting
- ☐ Diarrhea

- ☐ None

_____
Signature of parent/guardian or instructional staff member